

LYNNWOOD PUBLIC FACILITIES DISTRICT

BOARD RETREAT MINUTES

October 23, 2020

A. CALL TO ORDER

The meeting of the Board Retreat for Lynnwood Public Facilities District was called to order at 9:05 am 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, Treasurer (ex-officio)

Others

Janet Pope, PFD Executive Director
Kim Koronko, PFD Finance Analyst
Matt Hendricks, PFD Attorney
Sara Blayne, LCC General Manager
Tracey Morrison, LCC Finance Director
David Kleitsch, City of Lynnwood
Karen Porterfield, Board Consultant
Karl Almgren, City of Lynnwood
Sarah Olson, City of Lynnwood
Ashley Winchell, City of Lynnwood
Linda Jones, Lynnwood Chamber of Commerce

Board Members Absent

None

C. AGENDA

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

D. WELCOME AND OVERVIEW

Chair Webster welcomed everyone for the day and discussed some of the key areas for focus including board development and master planning. It was announced that several City of Lynnwood staff would be joining later for the afternoon sessions. ED Pope introduced Karen Porterfield as the board consultant and Ms. Porterfield discussed her background working in the nonprofit, government and business sectors.

E. BUSINESS ITEMS

1. Current Financials

ED Pope and Finance Analyst Koronko presented a new financial document at the request of Chair Webster that demonstrates the actual income and expenses to date per month. The intent is to not show future accrual, capitalized items or cash on hand at the beginning of the year, but the actual cash in and out for the Convention Center,

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Convention Plaza and PFD. This is intended to be a monthly document in addition to the quarterly financials. Chair Webster noted that he appreciated the expenses broken out on a daily and monthly basis. Treasurer Springer appreciated the simplicity of the document and ease of understanding.

2. Finance Committee Report

In preparation for a future committee structure, ED Pope noted that she discussed with Chair Webster that each committee should report back to the Board. The Finance Committee participated in phone meeting with our investment firm TVI in late September to purchase a new bond after one had matured on September 28th. ED Pope shared the details of the new bond purchase.

3. Convention Center Update

GM Blayne reported on the activities of the Lynnwood Convention Center which included being awarded the GBAC certification for sanitation and Covid Protocols. The Lynnwood CC and Meydenbauer Center in Bellevue are the only two facilities to date to be awarded that certification.

4. Impacts of Covid – Looking Ahead

ED Pope reported that there are funds currently available through the CARES Act through Snohomish County for the Convention Center. They are requesting that projects revolve around HVAC issues and must be completed by the end of the year.

GM Blayne noted that with the current State guidelines the CC can have events for up to 197 people. She also reported that a few events had been scheduled including a blood drive and a nonprofit drive for in kind goods.

Moving forward ED Pope discussed how marketing will be increased in the budget to address Covid response.

F. NEW BUSINESS

1. November Meeting Times

It was discussed that the November board meeting would be held on Nov. 10th due to the elections. An additional meeting was scheduled for November 17th for the budget review. Vice Chair Nordby announced she would be unable to attend the Nov. 10th meeting.

2. Organizational Governance- Committees

Chair Webster discussed his prior proposal for a committee org chart. ED Pope presented a list of pros/cons for a committee structure vs. the five person board serving as a committee of the whole. She also presented a hybrid approach of a scaled down committee structure from what was originally presented. Board fatigue, clarifying reporting authority and using volunteers on committees were all key items that were discussed. It was determined that the final decision on structure would be made at a later date.

3. PFD Board Resolutions

After returning from a break, ED Pope presented a cross section of former board resolutions that need to be revisited and potentially turned into policy manuals for easier

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tracking and management. This was one of her recommendations in her recent organizational analysis presentation. Particular resolutions will be discussed at future board meetings in 2021. Secretary Walker proposed making two lists for resolutions. One list that can be quickly approved as no longer needed without revisiting each one while the other list can be items that need to be thoroughly discussed.

4. 2021 Budget Assumptions

Staff from the PFD and CC presented the main assumptions that the 2021 budget will be based on. These included Covid response needs for staffing and events at the CC, rental income for Plaza tenants, and assumed income from our interlocal agreements

5. Master Planning

After returning from lunch, ED Pope reviewed power points that were developed in previous years to demonstrate the current status of the plan. There had been lots of planning between the Hunden Report and the Visioning Committee developed in 2019. In addition, there had been work by different architect firms for both the CC and Plaza on potential work. However, planning had never proceeded to firm decision making, creating a budget to lead to financing or a timeline for action. ED Pope then submitted a timeline for these steps to begin to occur, starting with finalizing a Master Plan by end of second quarter 2021.

6. Capital Needs Assessment and Assumptions

ED Pope then presented the recent Capital Needs Assessment that was completed by Freiheit Architecture. Needed investments in the Plaza strip buildings was broken into most urgent and cost categories of low, medium and high. ED Pope recommended and the board gave their consensus that the lowest cost approach made the most sense. This assumes decisions will be made for minimal investment in the Plaza strip buildings until the Master Plan is moving forward with costs in 2021.

7. 194th Street Presentation

Director of Economic Development for the City of Lynnwood and his team presented the plans to date of the 194th street construction and the impact on the PFD property. The presentation clarified the flexibility of the project's location and that the PFD would be reimbursed for any property acquired. These funds will add additional income to the Master Plan. Several board members expressed appreciation for the clarity of this information and the growing partnership between the City and the PFD in joint planning and our Master Plan.

8. Master Planning Next Steps

The Board discussed next steps in moving forward including developing a clear picture of success and other potential projects that could begin immediately on the Plaza or in the Convention Center that show movement from the intents of the planning groups. These included public benefit ideas such as a farmer's market. Sarah Olsen from City of Lynnwood noted the City's challenges on this type of project but willingness to be a partner. Other projects noted were food trucks and an ice cream festival.

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ADJOURN

Chair Webster thanked everyone for their participation for the day and adjourned the meeting at 3:43 pm.

 12/12/2020
Wally Webster II, Chair Board Member