

**LYNNWOOD PUBLIC FACILITIES DISTRICT
BOARD MEETING MINUTES
October 6, 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, 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

Board Members Absent

None

C. AGENDA

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

D. ANNOUNCEMENTS & COMMUNICATIONS

ED Pope confirmed that there were no minutes to be approved due to a new contract with a professional minute taker Jeannie Dines who also takes minutes for the Edmonds PFD and Edmonds City Council among other clients. She is unable to attend the Lynnwood PFD meetings due to conflicts but will review the Zoom recordings to write the minutes. Board Member Nordby asked if minutes will be more in depth than in the past and ED Pope explained that the PFD had begun that process with July meetings while she was on leave from the board but welcomed ongoing feedback with the new person and process to ensure that goal is being met.

E. CONSENT AGENDA

Board Chair Webster expressed concern with the amount paid for garbage service at the Chuck E Cheese building considering that that Chuck E Cheese is closed. ED Pope reminded him that the office space above is still open. Finance Analyst Koronko noted that she is working with Waste Management to reduce pickups and may potentially reduce size of the container to reduce the bill. Board Member Nordby suggested being proactive and that she is aware they will change the size of the container at least one time per year for free.

Board Chair Webster also requested an explanation regarding the fire protection work done at the Tropical Tan unit given the bill was so high. ED Pope explained this was a requirement from stemming from an inspection to replace a sprinkler system that had been damaged in a fire a few years ago.

**LYNNWOOD PUBLIC FACILITIES DISTRICT
BOARD MEETING MINUTES
October 6, 2020**

Chair Webster also brought up a question regarding the payout for the contractor for the kitchen floor replacement for the Convention Center and if it was within the approved budget. ED Pope noted that there had been some discussion about that as there were some discrepancies with office paperwork procedures that needed to be corrected in the upcoming budget process, but that the Convention Center had worked within their approved budget.

Board Member Simmonds moved, seconded by Board Member Walker, to approve the Accounts Payable Report in the amount of \$256,173.72 Motion passed, unanimously.

F. BUSINESS ITEMS

1. Organizational Analysis

ED Pope reported on her organizational diagnostic of the Lynnwood PFD based on her first six months. The purpose was to ensure a smooth executive transition, capture historical knowledge and collective wisdom, determine next levels of growth and maturity for the PFD, understand and capitalize on history and investments, evaluate the mission, vision and values and how they are embraced by all, lay the groundwork for a strategic plan and master planning process and provide recommendations for policy, governance and infrastructure improvements for the future.

ED Pope reviewed her process and presented an environmental scan in the areas of fiscal accountability, human capital, organizational governance and the lines of business of the Convention Center, the Convention Plaza and the parent organization of the PFD.

ED Pope's key recommendations included moving forward immediately with the Master Planning activities and the completing a strategic plan in 2021 with clearly defined metrics and performance indicators and an expansion of community partnerships. Some critical policies need to be updated, and board structures redefined such as board committees, job descriptions and succession planning.

Chair Webster congratulated ED Pope on her report and echoed her comments on changing the culture of the PFD and that the board could play a strong role in that. He also stated he wanted the PFD to continue to be fiscally prudent and that the PFD was very fortunate to have Finance Analyst Koronko join the PFD so quickly bringing her skill set.

Treasurer Springer congratulated ED Pope on the possibility of receiving a grant to help with the costly soil decontamination monitoring and ultimate removal that was mentioned in the report.

Board Member Walker asked about the ED spending limits and how those should be reviewed. ED Pope stated that should be part of a fiscal policy review. He also asked where Ms. Pope felt the most challenged in her new position. She stated that the property management aspects of the position often were very time consuming and took away from some of the higher-level things she needed to be working on. A review all the job descriptions and staffing per her recommendations would address that.

Board Member Nordby suggested that we address some of these issues very soon and that the PFD often seemed to get stuck not taking action. Chair Webster stated

**LYNNWOOD PUBLIC FACILITIES DISTRICT
BOARD MEETING MINUTES
October 6, 2020**

that the retreat on October 23rd was going to focus on next steps for action, particularly for master planning and organizational structure.

Board Member Simmonds requested that ED Pope's power point be shared with the Board.

G. UPDATES ON CITY PLANNING

Director Kleitsch reported that Sound Transit will be constructing it's garage in October. Other housing projects are underway including the Connect project and a mixed use project of 300 units on 40th and 198th street is under design review. The City is undergoing its own master plan review particularly looking at increasing density cap including a traffic analysis and environmental review. They will do a briefing for the City Council after the new year and hope to work closely with the PFD on coordinating future projects under discussion.

H. COMMENTS FROM COUNCIL MEMBER COTTON

None

I. EXECUTIVE SESSION

The Board went into Executive Session at 7:57 p.m. for 28 minutes as authorized by RCW 42.30.110(1)(c) regarding real estate matters and as authorized by RCW 42.30.110(1)(d) to review the performance of a publicly bid contract. At 8:08 p.m. the Board came out of Executive Session. No action was taken.

ADJOURN

Meeting adjourned at 8:10 p.m.



Wally Webster II, Chair Board Member

