

**LYNNWOOD PUBLIC FACILITIES DISTRICT
REGULAR BOARD MEETING MINUTES
April 5, 2022**

A. CALL TO ORDER

The meeting of the Lynnwood Public Facilities District was called to order at 3:01 p.m. by Board Vice Chair, Taylor Nordby. The meeting took place electronically. A conference call number was published in the agenda to enable public participation. VC Nordby confirmed a quorum was present.

Board Members Present

Taylor Nordby, Vice Chair

Shawn Walker, Secretary

Wally Webster II

Mike Miller

Michelle Meyer, Treasurer ex-officio)

Others

Janet Pope, PFD Executive Director

Josh Cain, PFD Finance Analyst

Nancy Lambert, PFD Business Admin

Joe Bennett, PFD Attorney

David Kleitsch, City of Lynnwood

Dan Fenton, JLL

Francesca Howard, JLL

Greg Whitney, JLL

Julieta Altamirano-Crosby, Lynnwood City Council

B. APPROVAL OF AGENDA

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

C. ANNOUNCEMENTS & COMMUNICATIONS

ED Pope stated she had no announcements at this time.

D. CONSENT AGENDA

1. Approve Minutes of February 15th & March 1st

ED Pope reminded members that the February 15th meeting minutes were brought back for approval with additions from Attorney Hendricks regarding Executive Session. Member Miller moved, seconded by Member Walker to approve February 15th minutes. Motion passed, unanimously. Member Walker moved, seconded by Miller motion passed, unanimously.

2. Approve New Board Meeting Time of 10am on 1st Tuesdays

Board Member Miller moved seconded by Member Webster. Motion passed, unanimously.

3. Accounts Payable, Plaza Maintenance Report. AP.

Member Nordby asked about the recent roof work done at the Plaza. ED Pope shared that JLL scheduled preventative maintenance. It was suggested to schedule inspections in summer and maintenance in the fall. ED will check on the planned inspections.

4. Cash Report No questions at this time.

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E. Business Items

1. JLL Contract Scope Expansion for Pre-Development Work

ED Pope reminded members that now the JLL focus will include predevelopment work. Greg Whitney reviewed the budget line items and the associated costs for development services, highest and best use analysis, proforma, financial analysis, convention center expansion, cost estimating, and 3rd party consultants. The amendment is to show the scope of work. Monthly fees starting in April through the end of the year. The development work has already started but now ready to move forward. There was discussion around third party contractors, it was stated that the contracts are with the PFD and the ED would come back to the Board for approval of all, in groups, not one by one. ED Pope stated that the PFD was paying \$15,000 a month and will now be paying \$55,00 per month. A framework plan from the architects might be expected in about 60 days. There may be some property acquisition and the Convention Center will be modified.

Member Walker motioned to approve the JLL scope expansion, seconded by Member Miller. Motion passed, unanimously.

2. Master Planning Committee Update

Greg Whitney of JLL gave an overview of the status update including the list of third-party consultant work, onsite due diligence, and started a draft of the RFP Master Plan architects. Next steps were reviewed starting with finalizing revised Master Planning and entitlement contract with the JLL team including addition and amended scope items. Additional steps were explained including the full RFP process, work on the Convention Center Expansion study, and scheduling. A high-level 30-6-90 day schedule was highlighted.

3. Human Resources Policies

ED Pope reported on the work done on the HR policies. The intent is to do a walk through in this meeting and approve in a future meeting. The old policies were outdated and did not cover many issues. Extensive research was required to cover the state and federal requirements. Other PFD's and city policies were used as samples and Attorney Hendricks has done his legal review. The biggest shift is from sick leave to PTO. Some of the other policies include good retention policy, hybrid business policy, and code of ethics for staff and board members. Members should send questions to ED Pope so they can be answered and then voted on at the next meeting.

4. I Love Lynnwood/LCC Signature Benefits & City Use Days

ED Pope recapped the PFD rebranding and the effort to continue to draw the public to the property. The team is looking at ideas for a few signature events sponsored by the PFD. A possible idea is a Shoe Event in July, will have more specifics soon. The Artist Reception was considered as a signature event but have decided against as it might be competing with the city wine event. The PFD has received multiple requests for city use days but the city has to approve first per a city ordinance. The PFD is working on defining the booking process and PFD responsibilities and making sure everyone is on the same page. CM Crosby shared the I Love Lynnwood information in Spanish and there are members of the community that want to help, maybe with gift certificates.

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She also suggested that mentioning the diversity, equity, and inclusive intentions be mentioned in the marketing.

5. Art Committee Reimagined

ED Pope relayed that the next Artist reception will be on Tuesday, April 26th, and there will also be a cake celebrating the Convention Center birthday. The reception has been handled by the Convention Center and pays the \$10,000 per year to have the art juried and hung. There is no longer an art committee with a Board member attending. The contract with the person hanging the art has expired and ED Pope is reviewing. The Board will need to discuss and decide if there should be a new committee and how it should be supported. An agenda item for discussion will be added to a future board meeting. Visiting Attorney Joe Bennett will inform Attorney Hendricks and have him contact ED Pope with comments.

6. Fixed Assets

ED Pope thanked FA Cain for the extensive work he has done on this project. FA Cain informed that six weeks were spent cleaning up a huge list of assets and then worked with our CPA and made adjustments for depreciation. This complete list will be uploaded in NetSuite so it all now ties to financials.

7. Board meeting location & May meeting

ED Pope asked the three members present how they feel about meeting in person. Discussion followed regarding the need for a larger space to meet and also having the option to use Zoom.

8. ED Report

ED Pope reported that the Convention Center continued to struggle with hiring the leadership team. She added that they will hire a search firm. The Sales & Marketing Director and Events Manager have been hired. Shura Garnett is building relationships with hotels and working on room blocks and referrals. ED Pope had a meeting with community transit, they are planning a pilot project to move people between the light rail, hotels, and the CC among other destinations. She shared important news from the Department of Ecology, the PFD received the Likely No Further Action Letter regarding the dry-cleaning site.

F. Updates on City Planning

CM Kleitsch had to leave the meeting early so unable to update the Board.

G. Comments from CM Altamirano-Crosby

CM Altamirano-Crosby shared they continue to support the Ukrainian community in Lynnwood.

H. Board Comments for the Good of the Order

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Attorney Bennet commented that the PFD is experiencing an exciting time and that he will update Attorney Hendricks on his return. Member Miller reported that the community of Ukrainian people is increasing in Lynnwood and will keep the board apprised.

Executive Session: RCW 42.30.110(1) (d) to review negotiations on a publicly bid contract.

**Executive Session start 4:53 for 10 minutes to 5:02
Out of Session 5:02**

Adjournments

Meeting adjourned at 5:02 p.m.

 05 / 19 / 2022

Rosario Reyes, Chair Board Member

Payments signed by Janet Pope Executive Director

Bills Paid

Pay Month: Apr-22
 Type: Bill

Class: Name	Name	Description	Sum of Amount
Convention Plaza	The Jones Agency, Inc.	Insurance Tracking	89.30
Convention Plaza	KWB Property Maintenance	Janitorial Services - Day Porter	2,212.00
Convention Plaza	KWB Property Maintenance	Janitorial Services - Trip Charge	82.96
Convention Plaza	Valley Electric Inc.	Lighting time clock install	882.00
Convention Plaza	City of Lynnwood - Utilities	Water Sewer - Chuck E Cheese - Mar 2022	615.79
Convention Plaza	Fire Protection, Inc.	Fire Alarm Quarterly Fee - Chuck E Cheese - Q2 2022	581.09
Convention Plaza	Jani-King of Western Washington	Janitorial Services - Apr 2022	254.00
Convention Plaza	JLL	JLL Retainer 2021-2022	5,250.00
Convention Plaza	Monarch Landscaping Holdings, LLC	Landscaping Expense - Apr 2022	2,354.68
Convention Plaza	Pacific Air Control, Inc.	HVAC Repairs - Suite 136	2,416.64
Convention Plaza	Pacific Air Control, Inc.	HVAC Repairs - Slator Insurance	229.29
Convention Plaza	Puget Sound Energy	Natural Gas - GS Labs 142B - Mar 22	35.87
Convention Plaza	Puget Sound Energy	Natural Gas - GLS Labs 142A - Mar 22	1,417.08
Convention Plaza	Puget Sound Energy	Natural Gas - Chuck E Cheese Upstairs - Mar 22	389.01
Convention Plaza	Roto Rooter	Sewer Line Jetting	2,391.77
Convention Plaza	Purcell Legal & Mediation Services, PLL	Real Estate Issues - Tropical Tan / Syncis Lease	750.50
Convention Plaza	Snohomish County PUD No 1	Kona Kitchen Area Lighting	8.35
Convention Plaza	Snohomish County PUD No 1	Parking Lot 3819 Area Lighting	8.35
Convention Plaza	Snohomish County PUD No 1	Electricity Services - CEC	70.24
Convention Plaza	Snohomish County PUD No 1	Electricity Services - Warehouse Lighting - Mar 2022	486.69
Convention Plaza	Snohomish County PUD No 1	Electricity Services - Chuck E Cheese - Apr 2022	84.86
Convention Plaza	Snohomish County PUD No 1	Electricity Services - Silver Platter / USPS - Apr 2022	53.71
Convention Plaza	Snohomish County PUD No 1	Electricity Services - Chuck E Cheese Office HVAC - Apr 2022	391.35
Convention Plaza	Snohomish County PUD No 1	Electricity Services - Second Floor Lighting - Apr 2022	486.33
Convention Plaza	Snohomish County PUD No 1	Electricity Services - Chuck E Cheese Sign on 37th - Apr 2022	58.08
Convention Plaza	Snohomish County PUD No 1	Electricity Services - Chuck E Cheese 2nd Floor - Apr 2022	577.50
Convention Plaza	Snohomish County PUD No 1	Electricity Services - Parking Lot Lighting - Apr 2022	394.82
Convention Plaza	Snohomish County PUD No 1	Electricity Services - Large Sign on 36th - Apr 2022	176.61
Convention Plaza	Transblue	Lot Sweep - Convention Plaza - Jan 2022	476.28
Convention Plaza	Transblue	Lot Sweep - Convention Plaza - Feb 2022	476.28
Convention Plaza	Transblue	Lot Sweep - Convention Plaza - Mar 2022	476.28
Convention Plaza	Waste Management	Garbage Services - CEC Bldg - Mar 2022	1,385.82
Convention Plaza	Waste Management	Garbage Services - GS Labs - Mar 2022	431.00
Convention Plaza	Waste Management	Garbage Services - Kona Kitchen - Mar 2022	2,830.64
Convention Plaza	Waste Management	Garbage Services - USPS Bldg - Mar 2022	2,695.57
Convention Plaza	Ziply Fiber	Elevator Phone Services - Mar 2022	69.07
Convention Plaza	Ziply Fiber	Elevator Phone Services - Apr 2022	68.93
Convention Plaza Total			31,638.74
Lynnwood PFD	Bridgepoint Consulting	NetSuite Consulting Project ID 4065	3,487.50
Lynnwood PFD	Concourse Financial Group Securities, Inc	TVI Investment Management Q1 2022	870.00
Lynnwood PFD	Tara Dunford, CPA	Accounting and Finance Services	1,691.25
Lynnwood PFD	Canon Financial Services, Inc.	Color Copier Fee Apr 2022	91.09
Lynnwood PFD	Geoengineers, Inc.	Environmental Services	446.50
Lynnwood PFD	Geoengineers, Inc.	Indoor Air Sampling	1,815.25
Lynnwood PFD	Geoengineers, Inc.	Arco Cleanup Oversight	1,628.50
Lynnwood PFD	Guardian Security Systems, Inc.	Alarm Monitoring	86.27
Lynnwood PFD	Health Care Authority	Health Insurance/Employee Life/LTD Apr 2022	137.53
Lynnwood PFD	Health Care Authority	Health Insurance Apr 2022	3,924.45
Lynnwood PFD	Hendricks-Bennett, PLLC	General Counsel	5,590.00
Lynnwood PFD	Jani-King of Western Washington	Janitorial Services - Apr 2022	189.00
Lynnwood PFD	JLL	JLL Retainer 2021-2022	9,750.00
Lynnwood PFD	Joyce Ziker Partners	Legal Services - Dry Cleaner Release	637.50
Lynnwood PFD	Karen Porterfield	Financial and Sponsorship Policies Review	9,100.00
Lynnwood PFD	Karen Porterfield	Update of Washington State Ecology Dept Planning Grant	4,950.00
Lynnwood PFD	LMN Architects	Renovation Studies Project 19003-01	1,192.50
Lynnwood PFD	Puget Sound Energy	Natural Gas - PFD 136 - Mar 22	229.79
Lynnwood PFD	US Bank	US Bank CC Charges	696.05
Lynnwood PFD	International Assoc. of Venue Managers	Professional Membership	495.00
Lynnwood PFD	Genesis Marketing, LLC	Domain Registration	238.50
Lynnwood PFD	Genesis Marketing, LLC	I Love Lynnwood Event	10,693.11
Lynnwood PFD	Genesis Marketing, LLC	Radio Advertising/Website Design	2,575.00
Lynnwood PFD Total			60,514.79
Grand Total			92,153.53

Net Payroll

19,347.49

Payment Reference

Account	(All)
Type	Bill Payment
Base Status	Undefined

Document Number	Name	Sum of Amount
11172	Bridgepoint Consulting	(3,487.50)
11173	Canon Financial Services, Inc.	(91.09)
11174	Concourse Financial Group Securities, Inc	(870.00)
11175	Genesis Marketing, LLC	(13,506.61)
11176	Geoengineers, Inc.	(3,890.25)
11177	Guardian Security Systems, Inc.	(86.27)
11178	Health Care Authority	(4,061.98)
11179	Hendricks-Bennett, PLLC	(5,590.00)
11180	International Assoc. of Venue Managers	(495.00)
11181	JLL	(15,000.00)
11182	Joyce Ziker Partners	(637.50)
11183	Karen Porterfield	(14,050.00)
11184	Tara Dunford, CPA	(1,691.25)
11185	City of Lynnwood - Utilities	(615.79)
11186	Fire Protection, Inc.	(581.09)
11187	Jani-King of Western Washington	(443.00)
11188	KWB Property Maintenance	(2,294.96)
11189	LMN Architects	(1,192.50)
11190	Monarch Landscaping Holdings, LLC	(2,354.68)
11191	Pacific Air Control, Inc.	(2,645.93)
11192	Puget Sound Energy	(2,071.75)
11193	Purcell Legal & Mediation Services, PLL	(750.50)
11194	Roto Rooter	(2,391.77)
11195	Snohomish County PUD No 1	(2,796.89)
11196	The Jones Agency, Inc.	(69.30)
11197	Transblue	(1,426.64)
11198	Valley Electric Inc.	(882.00)
11199	Waste Management	(7,343.03)
11200	Zply Fiber	(138.00)
123004082286	US Bank	(696.05)
Grand Total		(92,153.53)

Convention Plaza Repairs and Maintenance Report

Account: (Multiple Items)
 Class: Name
 Pay: Month

Name	Document Number	Description	Sum of Amount
Fire Protection, Inc.	63768	Fire Alarm Quarterly Fee - Chuck E Cheese - Q3 2022	581.09
Monarch Landscaping Holdings, LLC	CD50200588	Landscaping Expense - Apr 2022	2,364.88
Pacific Air Control, Inc.	46628	HVAC Repairs - Suite 136	2,416.64
Pacific Air Control, Inc.	46807	HVAC Repairs - Slater Insurance	228.29
Roto Rooter	217-23688301	Sewer Line Jetting	2,391.77
Transblue	7079135	Lot Sweep - Convention Plaza - Jan 2022	476.28
Transblue	7079138	Lot Sweep - Convention Plaza - Feb 2022	476.28
Transblue	7079568	Lot Sweep - Convention Plaza - Mar 2022	476.28
Valley Electric Inc.	30001811	Lighting time clock install	882.00
Grand Total			10,284.31

CP R&M Trend

Account: (Multiple Items)
 Class: Name

Column Labels	Jan-22	Feb-22	Mar-22	Apr-22	Grand Total
Sum of Amount	17,299.83	8,728.48	46,745.64	10,284.31	83,058.26

Rosario Reyes

05 / 19 / 2022

Board Chair - Rosario Reyes Date
