

**LYNNWOOD PUBLIC FACILITIES DISTRICT
REGULAR BOARD MEETING MINUTES**

Feb 1, 2022

The meeting of the Lynnwood Public Facilities District was called to order at 3:03 p.m. by Board Chair Rosario Reyes. The meeting took place electronically. A conference call number was published in the agenda to enable public participation. A quorum was confirmed.

Board Members Present

Rosario Reyes, Chair
Taylor Nordby, Vice-Chair
Shawn Walker, Secretary
Wally Webster II

Michelle Meyer, Treasurer (ex-officio)
Mike Miller

Others

Janet Pope, PFD Executive Director
Matt Hendricks, PFD Attorney
Josh Cain, Financial Analyst Lynnwood PFD
Nancy Lambert, Business Admin Lynnwood PFD
Shura Garnett, Sr. Vice President, OVG Facilities
David Kleitsch, City of Lynnwood
Julieta Altamirano-Crosby, Lynnwood City Council
Mat Lashoff, OVG
Chris Asouzu, Director of Finance, OVG Facilities

A. APPROVAL OF AGENDA

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

B. ANNOUNCEMENTS & COMMUNICATIONS

ED Pope advised that Dan Fenton from JLL was in the office today but became very ill and not able to attend the Board meeting. Next ED Pope was happy to introduce the new Council Liaison CM Julieta Altamirano-Crosby who then shared that she looked forward to learning, collaborating, and building relationships.

C. CONSENT AGENDA

1. Approval on Minutes of January 4th, 2022

Board Member Miller moved, seconded by Board Member Norby to approve the minutes of January 4, 2022. No corrections. Motion passed, unanimously.

2. Executive Director Report

ED Pope briefly mentioned that everyone is spending time working on the transition.

3. Revolving Board Calendar

ED Pope, reported that the HR policy is now pushed out to March due to the volume of work.

D. BUSINESS ITEMS

1. Introduction of new LCC Operators OVG Facilities & Questions

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ED Pope introduced three OVG employees that are part of the transition team. Matt Lashoff, Business Development, Shura Garnett interim General Manager, and Chris Asouzu interim Finance Director

Matt Lashoff, spoke briefly about how the Lynnwood Convention Center will fit well with the other venues in the area, Climate Pledge and Angel of the Wings and is very proud and excited to be on board. Shura Garnett shared that it would take 2 to 4 months to put the executive team in place. The partners in the region are available to help when needed, as an example Angel of the Wings will be helping with the upcoming events at LCC. There are four main positions that have been posted, General Manager, Director of Sales, Sales Manager, and Events Manager. Chef Michael will be staying and will take on the role of Food & Beverage Director for at least a year. Director of Operations, Kevin Baker, will also be staying in his position. Reginal Director of Finance, Chris Asouzu, spoke about the importance of employees having our trust as well as providing the Board with the reports they need. Responding to question VP Garnett explained that the jobs are posted with Indeed, Paylocity, and Teamwork. Also, there are currently no internal candidates.

4. Accounts Payable, Plaza Maintenance and Payroll Report

FA Cain reviewed, for CM Altamirano-Crosby, that the items highlighted are new or one-off and the others are reoccurring. He reviewed the highlighted items.

FA Cain answered a question regarding when the audit will happen; sometime between April-June.

5. Motion to approve accounts payable & payroll report

Move to approve member Webster, Member Miller seconded, vote unanimous. Approved.

6. 2021 4th Quarter Financials

FA Cain reported that this will be the last time for this format for the report as we will be moving to the 12 month Profit and Loss and now both OVG and the PFD are using the same system (from NetSuite) and we can generate system reports instead of hand entering. For 2021 the LPFD ended at approximately 2.2 million, the Convention Plaza was at \$933,000, and the Convention Center ended at a 1.1-million-dollar loss as anticipated. The total net income was just under 2 million.

7. Cash Report

FA Cain explained there were no transfers to the LCC. The LCC brought in \$172,000, net \$24,000 which is \$768 per day. Plaza brought in \$117,000, net cash \$85,000, which is \$2700 per day. The LPFD brought in \$203,000, net cash \$84,000 and \$2700 daily cash. Total consolidated \$492,000, net \$192,272 cash flow. There was some discussion around going forward that we are tracking the 1.6 deficit and making plans to reduce. It was restated that the having 2021 finances, the OVG budget and reforecasting all in a monthly format should be enough information to track the progression.

8. LPFD Budget Review

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FA Cain opened by asking for questions or concerns since everyone had already seen the budget in previous breakout groups. ED Pope added some comments in place of Dan Fenton from JLL who was going to speak to the change of event mix. The intent was to make sure everyone understood how focused the contract negotiations were on the mix to improve the economic development for the community. There are no P1 events booked this year, but the expectation is for the LCC to focus on booking those events for coming years vs. trying to find smaller events for the current year budget. Discussion of the event mix goals followed. ED Pope shared that per the contract we have a deadline of six months after OVG starts to complete a booking policy that will better define the approach to the event mix.

9. Motion to approve the 2022 FPDF Operating Budget

Motion to approve by Board Member Walker, seconded by Member Miller. Motion Approved.

10. I love Lynnwood Sculpture Reveal and Marketing

ED pope summarized that the sculpture reveal will also be used as a way to introduction OVG, launch a LPFD website, bring attention to the Master Plan and, create branding for the District.

Invite cards and electronic invitations will go out soon. The theme of the artwork is equity and inclusion which the artist will speak about. Other speakers include the Lynnwood Mayor Christine Frizzell, Lynn Sordel, Director, City of Lynnwood Parks, Recreation and Cultural Arts and, Chef Michael Felsenstein. Among the guest may be folks from the Kraken organization and from the Elizabeth Ruth Wallace Living Trust. The plywood covering will be removed from the artwork and will be draped for the unveiling at 11:00.

11. Determine Special Meeting Date for Strategy/IT update/Capital Budget Approval

ED Pope reminded the members that there are several items that have been postponed due to the volume of work. Some of these are the IT audit, the strategic goals for the ED, reviewing professional fees and, the Capital Budget approval for the Master Plan. ED Pope suggested a full Board and the Master Planning committee members meeting on Feb 15 in lieu of an additional Master Planning meeting on Feb 16th. There was discussion on when the contamination cleanup fit into the Master Plan and when there would be a working proforma. ED Pope confirmed this budget is a predevelopment phase budget that will get the project to construction. It was agreed that the meeting would be on Feb 15 from 3:00pm-5:00pm.

Updates on City Planning

David Kleitsch reported on one project update, there was a groundbreaking of Amber, 360 units of housing. He noted the many alignments with the PFD. The City Center is working on an environment impact statement update. There was a zoning square footage cap when they started the City Center, and they are now at that cap. The LPFD and the City Center need to coordinate so that the LPFD does not cap out. There is also a Regional Growth Center The

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issue is where is the density is going to go. The council has previously adopted a regional housing plan approved housing action plan which focused density in these two areas. The LPFD would have to do their own EIS if housing is involved. Sound Transit is also starting Master Planning Three.

**Executive Session: RCW 42.30.110 (1) (d) to review negotiations on a publicly bid contract
Start time 4:40 for 20 minutes until 5:00pm
Out of Executive session 5:00pm**

ADJOURNMENT

Meeting adjourned at 5:00 p.m.

Rosario Reyes

05 / 19 / 2022

Rosario Reyes, Chair Board Member

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Payments signed by Janet Pope Executive Director

Bills Paid

Pay Month: Feb-22
 Type: EB

Class Name	Name	Description	Sum of Amount
Convention Plaza	KWB Property Maintenance	Janitorial Services - Day Porter	2,259.00
Convention Plaza	KWB Property Maintenance	Janitorial Supplies - Day Porter	89.00
Convention Plaza	Valley Electric Inc.	Parking Lot Lighting Repairs	2,540.21
Convention Plaza	City of Lynnwood - Utilities	Water Sewer - Chuck E Cheese - Jan 2022	563.82
Convention Plaza	Janit-King of Western Washington	Janitorial Services - Supplies	254.00
Convention Plaza	Janit-King of Western Washington	Landscaping Expense - Feb 2022	111.78
Convention Plaza	Monarch Landscaping Holdings, LLC	Landscaping Expense - Feb 2022	2,352.55
Convention Plaza	Pacific Air Control, Inc.	HVAC Maintenance - Body by Duris	408.85
Convention Plaza	Pacific Air Control, Inc.	HVAC Maintenance - Slalom Sig 205 & 214 - Bad Defrost Sensor Replacement	464.10
Convention Plaza	Puget Sound Energy	Natural Gas - GS Labs 142A - Jan 22	35.87
Convention Plaza	Puget Sound Energy	Natural Gas - Chuck E Cheese Upstairs - Jan 22	1,652.15
Convention Plaza	Snhomah County PUD No 1	Kona Kitchen Area Lighting	645.89
Convention Plaza	Snhomah County PUD No 1	Parking Lot 3B1B Area Lighting	5.59
Convention Plaza	Snhomah County PUD No 1	Electricity Services - Chuck E Cheese - Feb 2022	75.88
Convention Plaza	Snhomah County PUD No 1	Electricity Services - CED	89.80
Convention Plaza	Snhomah County PUD No 1	Electricity Services - Chuck E Cheese 2nd Floor - Feb 2022	743.58
Convention Plaza	Snhomah County PUD No 1	Electricity Services - Parking Lot Lighting - Feb 2022	404.50
Convention Plaza	Snhomah County PUD No 1	Electricity Services - Chuck E Cheese Sign on 37th - Feb 2022	80.87
Convention Plaza	Snhomah County PUD No 1	Electricity Services - Slalom Public UG/PD - Feb 2022	58.93
Convention Plaza	Snhomah County PUD No 1	Electricity Services - Large Sign on 38th - Feb 2022	184.20
Convention Plaza	Snhomah County PUD No 1	Electricity Services - Second Floor Lighting - Feb 2022	516.10
Convention Plaza	Transblue	Lot Sweep - Convention Plaza - Oct 2021	285.77
Convention Plaza	Waste Management	Garbage Services - Kona Kitchen - Jan 2022	417.26
Convention Plaza	Waste Management	Garbage Services - UBRP Bldg - Jan 2022	2,716.71
Convention Plaza	Waste Management	Garbage Services - CED Bldg - Jan 2022	2,590.85
Convention Plaza Total			3,119.66
Lynnwood PFD	Bridgeway Consulting	Nalanda Consulting Project ID 6266	21,514.18
Lynnwood PFD	Bridgeway Consulting	Nalanda Consulting Project ID 3626	3,150.00
Lynnwood PFD	Concoquest Financial Group Executive, Inc.	TVI Investment Management	1,125.00
Lynnwood PFD	Flahorn, LLC	IT-Repairs	870.00
Lynnwood PFD	Furni DeBard, CPA	Accounting and Finance Services	9,000.00
Lynnwood PFD	Genov Financial Services, Inc.	Center Copier Fee Feb 2022	206.25
Lynnwood PFD	Geosystems, Inc.	Data Gap Assessment	61.09
Lynnwood PFD	Geosystems, Inc.	Indoor Air Sampling	1,873.30
Lynnwood PFD	Health Care Authority	Health Insurance Feb 2022	184.00
Lynnwood PFD	Handicks-Bennick, PLLC	Health Insurance Feb 2022	3,863.28
Lynnwood PFD	Janit-King of Western Washington	General Counsel	10,790.00
Lynnwood PFD	J.L.	Janitorial Services - Feb 2022	189.00
Lynnwood PFD	J.L.	JLL Relativ 2021-2022	189.00
Lynnwood PFD	Lynnwood Convention Center	Snhomah County PFD Board Meeting	15,000.00
Lynnwood PFD	Oracle America Inc	NatSura	408.87
Lynnwood PFD	Puget Sound Energy	Natural Gas - PFD 136 - Jan 22	4,429.71
Lynnwood PFD	US Bank	US Bank CC Charge	370.80
Lynnwood PFD Total			63,292.29
Convention Center	Transblue	Lot Sweep - Convention Center - Oct 2021	48,167.88
Convention Center Total			132.57
Grand Total			88,834.58

Net Payroll

21,046.84

Rosario Reyes

05 / 19 / 2022

Board Chair - Rosario Reyes Dale

Payment Reference

Account	(A)	Sum of Amount
Doc Number	Doc Name	Sum of Amount
11128	Bridgeway Consulting	13,292.50
11128	Concoquest Financial Group Executive, Inc.	81,091.00
11127	Concoquest Financial Group Executive, Inc.	1,125.00
11129	Geosystems, Inc.	11,838.30
11129	Health Care Authority	3,583.28
11130	Handicks-Bennick, PLLC	10,790.00
11131	J.L.	1,480.87
11132	Lynnwood Convention Center	15,000.00
11133	Oracle America Inc	4,429.71
11134	Stakem, LLC	10,000.00
11136	Tara Dunford, CPA	200.25
11138	City of Lynnwood - Utilities	553.82
11139	Janit-King of Western Washington	354.78
11139	KWB Inhouse Maintenance	12,277.00
11139	Monarch Landscaping Holdings, LLC	2,352.55
11140	Pacific Air Control, Inc	872.95
11141	Puget Sound Energy	12,714.51
11142	Snhomah County PUD No 1	12,653.87
11143	Transblue	478.79
11144	Valley Electric Inc.	2,540.21
11148	Waste Management	17,073.58
12182222222	US Bank	370.80
Grand Total		88,834.58