

LYNNWOOD PUBLIC FACILITIES DISTRICT

BOARD MEETING MINUTES

January 4, 2022

Executive Director Report: ED Pope invited any members to ask question from her report. Chair Reyes asked what our commitment was to the elevator company. ED Pope reported that the elevator has only been out a few weeks. The challenge for JLL and CEC has been availability of workers to do the L&I assessment and to do any required repairs. The next question was regarding contracts and ED Pope confirmed that the LPFD was going to put most contracts in its name rather than the operators name. This allows more oversight for the PFD. Discussion followed around which kind of contracts would need to be held by the LPFD. It was stated that if the terms exceed the life of the contract with the operator, it makes sense to have the LPFD as the contract holder.

Revolving Board Calendar: ED Pope reported that she just added the December dates and wanted to remind members that the calendar is a tool to be prepared for upcoming discussion and decisions. Discussion followed on making sure members have time to review items and hear discussion with the full board. There was additional discussion regarding meeting dates and conflicts with holidays, other governmental meetings, or voting days. Members can advise ED Pope if the calendar needs to be amended.

A motion to change the time of the meeting from evening to business hours was requested by PFD Attorney Hendricks to change the bylaws. If meetings are changed to in-person in the future the Board may want to change the time back, will need to address at that time. Board member Walker motioned to approve the agenda as set and Member Miller second. Approved

Convention Center Report: No questions.

E. BUSINESS ITEMS

- a. FA Cain reported on the AP report, the month was not unusual and ended with \$145,000 for the month. Member Walker requested that the board see what the normal reoccurring items are, add a notes section, add a line of description for each, and highlight unique items. ED Pope walked through the unusual expenditures including a new server and stage for the Convention Center.

Board Member Walker moved to approve the accounts payable report. Board Member Miller second. Motion passed, unanimously. Member Webster commented that there have been tremendous improvements on this report.

- b. Cash Report: FA Cain reviewed Operating cash-in and cash-out. As requested, the report excludes the transfer from PFD to CC which shows about a one-million-dollar loss. He then reviewed the in-coming and out-going amounts. The Plaza brought in about 1.3 million. Questions and discussion followed regarding pulling the money from a reserve account rather than the LPFD account. FA Cain requested a meeting with members Walker and Webster to finalize this report.
- c. Budget Review PFD Admin Budget: ED Pope noted that the full budget will be presented in February. FA Cain reviewed the budget. For expenses, he used a used a six months sample, annualized that number along with looking at what was realistic by vendor. ED Pope noted the increase in development consultants for the master plan and it was discussed that

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A.

The meeting of the Lynnwood Public Facilities District was called to order at 6:01 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.

Board Members Present

Rosario Reyes, Chair
Taylor Nordby, Vice-Chair
Wally Webster II
Shawn Walker
Michelle Meyer, Treasurer (ex-officio)
Mike Miller

Others

Janet Pope, PFD Executive Director
Matt Hendricks, PFD Attorney
Josh Cain, Finance Analyst
Nancy Lambert, Business Administrator
David Kleitsch, City of Lynnwood
Jim Smith, Lynnwood City Council

B. APPROVAL OF AGENDA

ED Pope noted that there was a guest from the public, Dorthey Johnson, listening to the meeting. Board Member Miller moved, seconded by Board Member Webster, to approve the agenda as presented. Motion passed, unanimously.

C. ANNOUNCEMENTS & Communications

Board Chair Reyes started the announcements by thanking the members in advance for all the work that will be required to get through at the beginning 2022. ED Pope echoed the sentiment and thanked all for the good work in 2021. It was a pivotal year with adding JLL, approving the ED job description, going through the RFP, and all the Master Plan work. 2022 will require everything to move a little faster especially on the Master Plan, where she will be spending more of her time.

D. CONSENT AGENDA

Member Chair Reyes asked if our guest from the public had any comments. Guest Johnson stated she just wanted to attend the meeting; Chair Reyes welcomed her to the meeting. Board Member Webster asked if the agenda was posted to the public and ED Pope shared that the agenda is posted with the local Lynnwood and Everett papers 24 hours in advance of the meeting. Board Member Miller moved, seconded by Board Member Webster to approve the minutes of December 14, 2021. Motion passed, unanimously.

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these should perhaps be included as part of a capital budget instead of an operational budget. ED Pope said she would aim to present that in February. ED Pope explained the need for the LPFD to have its own identity from the Convention Center as the way of branding the whole District, which called for an increase in marketing expense. The budget includes an estimate for these expenses. Board Member Webster expressed his support for this expansion. These amounts may be operating expenses now but will part of capital expense later. FA Cain will confer with auditor on clarifying capital vs. operating expenses and what specifically can be capitalized as part of a capital budget.

- d. Fiscal and Sponsorship Policies Review: ED Pope reminded the members that the policies were reviewed at the retreat. All revisions have been added. It was the Auditors request to make a policy to cover everything. Pulling this together was a 10-month process, using the Municipal Research Center, the new city of Lynnwood policies, six different PFD policies, and the Parks and Recreational policies. The bulk of the discussion was regarding the spending authority of the Executive Director which had never been increased since the policy was created in 2004. It was decided to increase the authority of the Executive Director from \$50,000 to \$75,000.
- e. Motion: Motion to approve LPFD Fiscal Policies: There was a discussion and questions regarding oversight of investments and spending authority and the Line of Credit. Member Walker give his approval on both policy votes as he must leave the meeting, although Attorney Hendricks prompted that he was not able to vote when absent from the meeting. Motion to approve Member Miller, second to Member Nordby second, vote, Member Webster abstained. Vote three yes, one abstention.
- f. ED and Board Evaluation Policy Review: ED Pope noted that she had received no suggestions to the policy draft so there had been no changes since the November 2021 Board meeting.
- g. Motion to approve ED and Board Evaluation Policies: motion Member Miller, second by Member Webster. Vote passed unanimously.

F. Updates on City Planning

Director Kleitsch wished everyone prosperous 2022. He gave a brief update noting that the road work has been shifted to the south side of 196th. In general, the 1st part of the project will be completed, first part 2023. He also mentioned the at 40th & 198th, there is a development of 350 apartments. ED Pope is now on the board of the citizen Advisory Group for the Everett Light Rail Extension. He noted that 2022 will be an exciting year for Lynnwood.

G. COMMENTS FROM COUNCILMEMBER SMITH

Councilmember Smith had to leave the meeting.

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

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- **Executive session start 5:34 extend 20 min to 5:54**
- **Extended at 5:56 for 10 minutes to 6:05**
- **Extended at 6:05 for 5 minutes to 6:10**
- **Extended at 6:11 for 2 minutes to 6:13**
- **Ended executive session at 6:13**

For the Good of the Order Note: ED Pope reminded members to be aware of all the upcoming agenda items for the year, there is a lot to be address and she is happy to have additional meetings with members to ensure that issues are not postponed.

ADJOURNMENT

Meeting adjourned at 6:15 p.m.

 3-8-22
Rosario Reyes, Chair Board Member

Payments to be signed by Janet Pope Executive Director

Bills Paid

Pay Month	Dec
Type	Bill

Class: Name	Name	Description	Sum of Amount
Convention Plaza	2-D As-Built Floor Plans, Inc.	LODs GS Labs	3,551.47
Convention Plaza	UMC	Backflow Repair	2,570.23
Convention Plaza	Pacific Air Control, Inc.	HVAC Maintenance Silver Platter / Post Office	585.65
Convention Plaza	Pacific Air Control, Inc.	HVAC Maintenance - Slater Ste 205 & 214	350.84
Convention Plaza	Pacific Air Control, Inc.	HVAC Maintenance Quarterly Billing	1,228.48
Convention Plaza	Pacific Air Control, Inc.	HVAC Maintenance - Kona Kitchen - 10/1/21 - 12/31/21	585.48
Convention Plaza	City of Lynnwood - Utilities	Water Sewer - Bamboo Tree Ste 102 - Sept 2021	857.00
Convention Plaza	City of Lynnwood - Utilities	Water Sewer - GS Labs Ste 142 - Sept 2021	246.32
Convention Plaza	City of Lynnwood - Utilities	Water Sewer - Parking Lot 3819 - Sept 2021	482.98
Convention Plaza	City of Lynnwood - Utilities	Water Sewer - Convention Plaza - Sept 2021	3,027.77
Convention Plaza	City of Lynnwood - Utilities	Water Sewer - Chuck E Cheese - Sept 2021	530.28
Convention Plaza	City of Lynnwood - Utilities	Water Sewer - Tropical Tan Ste 124 - Sept 2021	234.14
Convention Plaza	Jani-King of Western Washington	Janitorial Services - December 2021	242.00
Convention Plaza	Lynnwood Convention Center	Parking Lot Labor and Trash Can Liners	962.28
Convention Plaza	Monarch Landscaping Holdings, LLC	Landscaping Expense - December 2021	1,370.42
Convention Plaza	Monarch Landscaping Holdings, LLC	Landscaping Expense - Knotweed Removal and Spray	935.50
Convention Plaza	Puget Sound Energy	Natural Gas - GLS Labs 142A - Nov 21	1,455.73
Convention Plaza	Puget Sound Energy	Natural Gas - GS Labs 142B - Nov 21	107.61
Convention Plaza	Puget Sound Energy	Natural Gas - Chuck E Cheese Upstairs - Nov 21	404.05
Convention Plaza	Snohomish County PUD No 1	Electricity Services - Parking Lot 3819 Area Lighting	9.73
Convention Plaza	Snohomish County PUD No 1	Kona Kitchen Area Lighting	9.73
Convention Plaza	Snohomish County PUD No 1	Electricity Services - Warehouse Lighting - Nov 2021	597.10
Convention Plaza	Snohomish County PUD No 1	Electricity Services - Chuck E Cheese Sign on 37th - Dec 2021	69.97
Convention Plaza	Snohomish County PUD No 1	Electricity Services - Large Sign on 36th - Dec 2021	67.37
Convention Plaza	Snohomish County PUD No 1	Electricity Services - Second Floor Lighting - Dec 2021	598.27
Convention Plaza	Snohomish County PUD No 1	Electricity Services - Parking Lot Lighting - Dec 2021	483.65
Convention Plaza	Snohomish County PUD No 1	Electricity Services - Silver Platter / USPS - Dec 2021	45.74
Convention Plaza	Snohomish County PUD No 1	Electricity Services - Chuck E Cheese - Dec 2021	87.28
Convention Plaza	Snohomish County PUD No 1	Electricity Services - Chuck E Cheese 2nd Floor - Dec 2021	744.41
Convention Plaza	Snohomish County PUD No 1	Electricity Services - Chuck E Cheese Office HVAC - Dec 2021	621.34
Convention Plaza	Snohomish County PUD No 1	Electricity Services - # H	68.51
Convention Plaza	Transblue	Lot Sweep - Convention Plaza - Dec 2021	285.77
Convention Plaza	Waste Management	Garbage Services - Kona Kitchen - Nov 2021	2,647.02
Convention Plaza	Waste Management	Garbage Services - CEC Bldg - Nov 2021	1,178.06
Convention Plaza	Waste Management	Garbage Services - USPS Bldg - Nov 2021	2,275.26
Convention Plaza	Waste Management	Garbage Services - GS Labs - Nov 2021	414.15
Convention Plaza	Ziplly Fiber	Elevator Phone Services - Nov 2021	68.45
Convention Plaza Total			29,980.04
Lynnwood PFD	Evergreen Print Solutions	Business Cards	189.40
Lynnwood PFD	Joyce Ziker Partners	Legal Services - Dry Cleaner Release	975.00
Lynnwood PFD	Northshore Business Service	Board Meeting Minutes	248.40
Lynnwood PFD	Oracle America Inc.	NetSuite - Additional Users	401.27
Lynnwood PFD	Ace Internet Services	IT Services	1,536.58
Lynnwood PFD	Canon Financial Services, Inc.	Color Copier Fee December 2021	85.99
Lynnwood PFD	Health Care Authority	Health Insurance December 2021	3,259.45
Lynnwood PFD	Jani-King of Western Washington	Janitorial Services - Replace Elevator Lights 2021	45.00
Lynnwood PFD	Jani-King of Western Washington	Janitorial Services - December 2021	180.00
Lynnwood PFD	JLL	JLL Retainer 2021-2022	30,000.00
Lynnwood PFD	Puget Sound Energy	Natural Gas - PFD 136 - Nov 21	187.69
Lynnwood PFD	US Bank	US Bank CC Charges	4,467.21
Lynnwood PFD Total			41,575.99
Convention Center	SICO America Inc	LCC Adjustable Stage	43,170.88
Convention Center	OASYS Tech	Intel Server	26,544.37
Convention Center	City of Lynnwood - Utilities	Water Sewer - Convention Center - Sept 2021	2,018.51
Convention Center	Monarch Landscaping Holdings, LLC	Landscaping Expense - December 2021	913.62
Convention Center	Monarch Landscaping Holdings, LLC	Landscaping Expense - Knotweed Removal and Spray	623.66
Convention Center	Transblue	Lot Sweep - Convention Center - Dec 2021	190.51
Convention Center Total			73,461.55
Grand Total			145,017.58

Net Payroll

20,140.61

Rosario Reyes
Board Chair - Rosario Reyes

11-2-21

Date

Shawn Walker
Secretary - Shawn Walker

11/2/21

Date

Account	1000 - Regular Checking Account
Type	Bill Payment
Base Status	Undefined

Document Number	Name	Sum of Amount
11069	JLL	(15,000.00)
11070	OASYS Tech	(26,544.37)
11071	SICO America Inc	(43,170.88)
11072	Canon Financial Services, Inc.	(85.99)
11073	Jani-King of Western Washington	(467.00)
11074	JLL	(15,000.00)
11075	Lynnwood Convention Center	(962.28)
11076	Puget Sound Energy	(2,155.08)
11077	Snohomish County PUD No 1	(597.10)
11078	Waste Management	(6,514.49)
11079	Ziply Fiber	(68.45)
11080	2-D As-Built Floor Plans, Inc.	(3,551.47)
11081	Ace Internet Services	(1,536.58)
11082	City of Lynnwood - Utilities	(7,397.00)
11083	Health Care Authority	(3,259.45)
11084	Joyce Ziker Partners	(975.00)
11085	Monarch Landscaping Holdings, LLC	(3,843.20)
11086	Northshore Business Service	(248.40)
11087	Oracle America Inc.	(401.27)
11088	Pacific Air Control, Inc.	(2,730.45)
11089	Snohomish County PUD No 1	(2,806.00)
11090	Transblue	(476.28)
11091	UMC	(2,570.23)
11092	Evergreen Print Solutions	(189.40)
113510252186.1	US Bank	(2,958.79)
125812062186	US Bank	(1,508.42)
Grand Total		(145,017.58)