

LYNNWOOD PUBLIC FACILITIES DISTRICT

REGULAR BOARD MEETING MINUTES

June 7, 2022

A.

The regular meeting of the Lynnwood Public Facilities District was called to order at 10:02 a.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
Mike Miller
Michelle Meyer, Treasurer (ex-officio)
Shawn Walker
Wally Webster II

Others

Janet Pope, PFD Executive Director
Matt Hendricks, PFD Attorney
Josh Cain, Financial Analyst LPFD
David Kleitsch, City of Lynnwood
Dan Fenton, JLL
Julieta Altamirano-Crosby, Lynnwood City Council
Dave Anderson, OVG
Kelly Car, OVG

B. APPROVAL OF AGENDA

ED Pope stated that there was a change in the agenda and Capital Needs Request would be replaced by a new tenant request. Board Member Miller moved, seconded by Board Member Webster, to approve the agenda as presented. Motion passed, unanimously.

C. ANNOUNCEMENTS & COMMUNICATIONS

There were no announcements or communications.

D. APPROVAL OF CONSENT AGENDA

Board Member Miller moved, seconded by Board Member Nordby to approve the Minutes of May 3rd. Board Member Webster abstained since he did not attend the meeting.

Accounts Payable and Plaza Maintenance Report

FA Cain pointed out a new vendor the payment to the musician for the artists reception as a new vendor on the report

Repairs and Plaza Maintenance

A total of \$7399 was spent in May which is the lowest month this year.

Board Member Miller moved and seconded by Board Member Walker to approve the Accounts Payable report. Motion passed, unanimously.

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E. BUSINESS ITEMS

1. Cash Report Presentation and Discussion

The current cash report was presented along with a new sample cash flow report generated directly from the accounting system that shows similar information. Board Member Webster suggested that he would like to see our total bank balance reports on the current document. ED Pope suggested that the sample document could be a better format since it is not hand created and still shows the transfers of cash to the LCC. She shared again the visual diagram that Board Member Webster had created previously to see if that was something the board would like to vote to add. Board Member Webster shared that he could do the diagram himself but it is helpful to him to have that visual. ED Pope reminded the board that a new dashboard format with the KPI's is going to be presented soon. Board Member Nordby suggested that we table approving a format until the new dashboard is presented.

2. Board Roles, Code of Ethics, Confidentiality, Conflict of Interest

This document was shared with the board at the May 3rd meeting. ED Pope shared a few comments from Board Member Webster on the document since he didn't attend the last meeting and there was agreement to add them, including a gift acceptance policy not to exceed \$75. Board Member Miller moved and Board Member Webster seconded to approve the new policy.

3. Branding and Website

ED Pope updated the board on plans to unite the LCC and LPFD with one website and branding identity. The current website is not welcoming and hard to navigate. This will help with communicating the master plan and promoting future events and projects in a cohesive way and better aligned with our mission and goals. The colors of the I Love Lynnwood branding already created will be a key factor.

4. Art at the Convention Center

ED Pope updated the Board on the current status. The PFD will research curator costs and scopes of work for curators in other buildings. Based on that information a new contract and request for proposals to earn the contract will be created. However, there will be no changes this year.

5. LCC Org Chart Updates

Interim LCC General Manager Kelly Carr presented a new organizational chart for the LCC. This includes confirming that a Director of Finance will be on site although the original OVG staffing plan did not include that role. In addition, events, operations and sales and marketing have been separated into different departments under their own directors. An additional two event managers will be added. Total variance in staffing costs from the original proforma presented by OVG was \$144,471. This includes bonuses paid to attract the new GM and secure the current director positions. The board was supportive of these changes in the discussion.

6. LCC Rental Fee Increases

Interim GM Carr discussed how the LCC is considerably below market rate for room rental costs

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and suggested a 3.5% increase. He also noted that he would be coming to the board for a food and beverage increase as well. The board determined that it wouldn't vote on the room rental increase until it reviewed the food and beverage proposed increases so they could discern the impact of both increases on our clients.

7. New Tenant Request

ED Pope discussed a potential new tenant for the former Bamboo Tree restaurant. The tenant was proposing a name that was a play on the pronunciation of the word "Pho" as "Pho Me Up". There was no rejection by the board of a tenant using this name.

8. ED Report and Master Planning Committee Update

ED Pope highlighted the transitions in tenants. She also shared on the status of the GM search for the LCC. She discussed the recent all staff meeting which was a success and pointed out that the SWOT analysis from that meeting had been included in the packet. She noted that she had recently become aware that there was \$37,000 in shuttle parking funds that had been awarded to the LCC. These funds were put on hold during Covid but should be available this year. She also pointed out that the updates from JLL to the master planning committee in lieu of a meeting were also in the packet.

F. Updates on City Planning

Director Kleitsch reported on the current work on the City Comprehensive Plan and noted the Imagine Lynnwood.gov. He discussed two grant processes for the Poplar Way Bridge and the 44th underpass. He also discussed the acquisition of the Goodwill property for a town square park.

G. Comments from CM Altamirano-Crosby

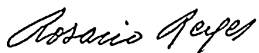
CM Altamirano had to leave meeting so did not report.

H. Board Comments for the Good of the Order

There were not comments.

ADJOURNMENT

Meeting adjourned at 12:05 p.m.



09 / 08 / 2022

Rosario Reyes, Chair Board Member

Payments signed by Janet Pope Executive Director

Payment Reference

Bills Paid

Pay Month	Bill		
Jun-22			
Type	Bill		
Class: Name	Name	Description	Sum of Amount
Convention Plaza	City of Lynnwood - Utilities	Water Sewer - Chuck E Cheese - May 2022	553.82
Convention Plaza	Jani-King of Western Washington	Janitorial Services - Supplies	222.66
Convention Plaza	Jani-King of Western Washington	Janitorial Services - Jun 2022	254.00
Convention Plaza	JLL	JLL Retainer 2021-2022	5,250.00
Convention Plaza	KWB Property Maintenance	Janitorial Services - Day Porter	2,212.00
Convention Plaza	KWB Property Maintenance	Janitorial Services - Extra labor and lightbulbs	165.90
Convention Plaza	Monarch Landscaping Holdings, LLC	Landscaping Expense - Jun 2022	29.74
Convention Plaza	Pacific Air Control, Inc.	HVAC Quarterly Maintenance - Kona Kitchen	2,401.78
Convention Plaza	Puget Sound Energy	Natural Gas 0789 - GS Labs 142A - May 22	566.00
Convention Plaza	Puget Sound Energy	Natural Gas 9177 - GS Labs 142B - May 22	1,001.58
Convention Plaza	Puget Sound Energy	Natural Gas 4931 - Chuck E Cheese Upstairs - May 22	35.87
Convention Plaza	Purcell Legal & Mediation Services, PLL	Real Estate Issues - Tropical Tan / Syncis Lease / Bamboo Pho	179.13
Convention Plaza	Snohomish County PUD No 1	Real Estate Issues	553.00
Convention Plaza	Snohomish County PUD No 1	Kona Kitchen Area Lighting	677.50
Convention Plaza	Snohomish County PUD No 1	Parking Lot 3819 Area Lighting	8.90
Convention Plaza	Snohomish County PUD No 1	Electricity Services - Chuck E Cheese Sign on 37th - May 2022	8.90
Convention Plaza	Snohomish County PUD No 1	Electricity Services - Silver Platter / USPS - May 2022	52.00
Convention Plaza	Snohomish County PUD No 1	Electricity Services - Chuck E Cheese - May 2022	45.17
Convention Plaza	Snohomish County PUD No 1	Electricity Services - Second Floor Lighting - May 2022	80.50
Convention Plaza	Snohomish County PUD No 1	Electricity Services - Parking Lot Lighting - May 2022	448.16
Convention Plaza	Snohomish County PUD No 1	Electricity Services - Chuck E Cheese Office HVAC - May 2022	347.07
Convention Plaza	Snohomish County PUD No 1	Electricity Services - CEC - May 2022	281.00
Convention Plaza	Snohomish County PUD No 1	Electricity Services - Chuck E Cheese 2nd Floor - May 2022	66.73
Convention Plaza	Snohomish County PUD No 1	Electricity Services - Large Sign on 36th - May 2022	501.34
Convention Plaza	Snohomish County PUD No 1	Electricity Services - Warehouse Lighting - May 2022	165.60
Convention Plaza	Snohomish County PUD No 1	Electricity Services - Chuck E Cheese 2nd Floor - Jun 2022	423.80
Convention Plaza	Snohomish County PUD No 1	Electricity Services - Chuck E Cheese Sign on 37th - Jun 2022	418.28
Convention Plaza	Snohomish County PUD No 1	Electricity Services - Chuck E Cheese - Jun 2022	67.72
Convention Plaza	Snohomish County PUD No 1	Electricity Services - Chuck E Cheese Office HVAC - Jun 2022	52.52
Convention Plaza	Snohomish County PUD No 1	Electricity Services - Parking Lot Lighting - Jun 2022	342.30
Convention Plaza	Snohomish County PUD No 1	Electricity Services - Second Floor Lighting - Jun 2022	343.44
Convention Plaza	Snohomish County PUD No 1	Electricity Services - Silver Platter / USPS - Jun 2022	471.47
Convention Plaza	Snohomish County PUD No 1	Electricity Services - Chuck E Cheese - Jun 2022	43.12
Convention Plaza	Snohomish County PUD No 1	Electricity Services - Ste 124 - Jun 2022	84.82
Convention Plaza	The Jones Agency, Inc.	Insurance Trailing	17.43
Convention Plaza	Transblue	Lot Sweep - Convention Plaza - May 2022	89.30
Convention Plaza	Transblue	Lot Sweep - Convention Plaza - Apr 2022	476.28
Convention Plaza	Waste Management	Garbage Services - Kona Kitchen - May 2022	476.28
Convention Plaza	Waste Management	Garbage Services - GS Labs - May 2022	2,866.17
Convention Plaza	Waste Management	Garbage Services - CEC Bldg - May 2022	433.34
Convention Plaza	Waste Management	Garbage Services - USPS Bldg - May 2022	1,403.90
Convention Plaza	Ziply Fiber	Elevator Phone Services - May 2022	2,731.36
Convention Plaza Total			68.93
Lynnwood PFD	Bridgepoint Consulting	NetSuite Consulting Project ID 4065	25,897.21
Lynnwood PFD	Canon Financial Services, Inc.	Color Copier Fee June 2022	1,912.50
Lynnwood PFD	Comcast Business	Internet Services	91.17
Lynnwood PFD	Geoenigneers, Inc.	Indoor Air Sampling	1,055.89
Lynnwood PFD	Health Care Authority	Health Insurance June 2022	137.75
Lynnwood PFD	Health Care Authority	Health Insurance/Employee Life/LTD June 2022	3,924.45
Lynnwood PFD	Jani-King of Western Washington	Janitorial Services - Jun 2022	137.53
Lynnwood PFD	JLL	JLL Retainer 2021-2022	189.00
Lynnwood PFD	Lynnwood Convention Center	Board Meeting - May 2022	49,750.00
Lynnwood PFD	Lynnwood Convention Center	Board Meeting - Jun 2022	602.24
Lynnwood PFD	Oracle America Inc.	NetSuite - Additional Users	788.32
Lynnwood PFD	Puget Sound Energy	Natural Gas 5636 - PFD 136 - May 22	401.61
Lynnwood PFD	Tara Dunford, CPA	Accounting and Finance Services	108.09
Lynnwood PFD	US Bank	US Bank CC Charges	206.25
Lynnwood PFD	WA ST Auditor's Office	Audit Fees FY 2021	4,747.93
Lynnwood PFD Total			3,366.90
Convention Center	Monarch Landscaping Holdings, LLC	Landscaping Expense - LCC Tree Pruning (Tax)	67,419.63
Convention Center	Monarch Landscaping Holdings, LLC	Landscaping Expense - Irrigation Repairs	797.97
Convention Center Total			1,635.88
Grand Total			2,434.85
Net Payroll			96,751.69

Account Type	(A#)	Bill Payment	Undefined
Document Number	Name	Sum of Amount	
11223	Bridgepoint Consulting	(1,237.50)	
11224	Canon Financial Services, Inc	(91.17)	
11225	Geoenigneers, Inc	(137.75)	
11226	JLL	(55,000.00)	
11227	Tara Dunford, CPA	(206.25)	
11228	WA ST Auditor's Office	(3,366.90)	
11229	City of Lynnwood - Utilities	(553.82)	
11230	Jani-King of Western Washington	(443.00)	
11231	KWB Property Maintenance	(2,406.64)	
11232	Monarch Landscaping Holdings, LLC	(4,038.66)	
11233	Pacific Air Control, Inc	(566.00)	
11234	Puget Sound Energy	(1,324.67)	
11235	Purcell Legal & Mediation Services, PLL	(553.00)	
11236	Snohomish County PUD No 1	(2,245.86)	
11237	Waste Management	(7,434.17)	
11238	Ziply Fiber	(68.93)	
11239	Bridgepoint Consulting	(675.00)	
11240	Health Care Authority	(4,061.98)	
11241	Lynnwood Convention Center	(1,390.56)	
11242	Oracle America Inc	(401.61)	
11243	Jani-King of Western Washington	(222.66)	
11244	Monarch Landscaping Holdings, LLC	(787.97)	
11245	Purcell Legal & Mediation Services, PLL	(677.50)	
11246	Snohomish County PUD No 1	(2,024.41)	
11247	The Jones Agency, Inc	(69.30)	
11248	Transblue	(3,726.45)	
153705092286	US Bank	(952.56)	
185104062286	US Bank	(1,021.48)	
20220531	Comcast Business	(693.92)	
20220522	Comcast Business	(351.97)	
Grand Total		(96,751.69)	

Rosario Reyes 09 / 08 / 2022
 Board Chair - Rosario Reyes Date

