

**LYNNWOOD PUBLIC FACILITIES DISTRICT
REGULAR BOARD MEETING MINUTES
March 1, 2022**

A. CALL TO ORDER

The meeting of the Lynnwood Public Facilities District was called to order at 3:00 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
Michelle Meyer, Treasurer (ex-officio)
Wally Webster II
Mike Miller

Others

Janet Pope, PFD Executive Director
Josh Cain, PFD Finance Analyst
Matt Hendricks, PFD Attorney
Nancy Lambert, PFD Business Admin
Dan Fenton, JLL
Juliet Velazquez, JLL
David Kleitsch, City of Lynnwood
Julieta Altamirano-Crosby, Lynnwood City Council

B. APPROVAL OF AGENDA

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

C. Announcements & Communications

ED Pope stated there were no announcements at this time.

D. CONSENT AGENDA

1. Approve Minutes of Feb. 1st & Feb 15th

Board Member Miller moved, seconded by Board Member Norby, to approve the minutes of Feb. 1st. A question arose regarding the wording of the February 15th minutes which will be revised and presented at a future meeting.

2. Accounts Payable, Plaza Maintenance Report

FA Cain highlighted the unique or new vendors including lot maintenance vendor, KWB Property Maintenance, that is doing maintenance on the whole property instead of it being done by LCC staff and then billed to the LPFD. Valley Electric, did some parking lighting repairs and will be an occasional vendor. There were no questions on the AP report. On the LPFD report FA Cain also noted Bridgepoint Consulting, who are helping with some NetSuite items and Pro Equities who rebranded and changed to Concourse Financial Group. Reviewing the Cash Report, CA Cain explained that from now on the LPFD will have two months' worth or \$519,000

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of operating costs available to the LCC in their account rather than requiring the LCC to ask for funds to be transferred when needed.

E. BUSINESS ITEMS

1. KPI Dashboard Template for LCC

Dan Fenton recapped the dashboard process starting with the development of the RFP and how they worked with the board to decide on the KPI's to tell the story of success. Dan Fenton and Juliet Velazquez showed slides from the first examples of a dashboard and what the monthly and quarterly reporting will look like. Juliet and Dan have been working with current CRM (Customer Relations Management) vendor to get the data and then report the KPI's for the Convention Center. The system is archaic, not web based, and difficult to connect to if working remotely. It was suggested that it would be worth it to invest in new software. Among other things this would allow for having system generated KPI reports and analytics. The current data is inconsistent and not complete. JLL will work with OVG for the next 30 days to make sure all the new data is completed and ready for the new employees to start with real, accurate data. Part of RFP process requested strategies around how they would widen the event mix at the LCC including more P1 events to broaden the economic impact. The Board will see the priorities 1 through 6, the peak room nights, total room nights, combined building spend, and the booking window. These will drive the strategy of how the space is released. ED Pope added that in the contract with OVG there were asked to focus on getting the P1 and P2 business for 2023 so will be on the books and will inform the 2022/2023 budget. Event mix goals are being set for the short term and long term and will be reflected in the new reporting. Board Member Webster suggested that an event mix number be added that address the community events data. Working with hotel partners will be key to acquiring and tracking hotel data. Reports will show what is booked and what is consumed, and future prospects. On the customer service side, a third-party company will be hired to survey the meeting planners. Community benefits, retail space activation, economic impact reports are also in the works.

2. IT Audit Review

ED Pope shared that at the last meeting we talked about our strategy piece of the digital and IT audit. She then shared the IT Current Operations for IT slide that indicates, by color, the level of concerns in each area. Slides included areas to improve upon and areas to address in the near term which included a web portal and business intelligence reporting.

3. Review resolution superseded by fiscal policies

ED Pope reviewed the Resolution Log. Highlighted in red with a March 2021 date were items that were rescinded last March because they were no longer relevant. Also highlighted in red (without the rescind date) were those resolutions that are being proposed to rescind at this time because they are now covered by the fiscal policies approved in January 2022.

4. Motion: To approve resolution regarding prior resolutions superseded by current fiscal policies

Board Member Miller moved, seconded by Board Member Wally, to approve the resolution. Motion passed unanimously. Board Member Webster suggested do a 1/3 review of the list every 3 year. That way every 3 years they will be reviewed.

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5. Board Meeting Times Potential Change

ED Pope reminded the members that there have been suggestions to change the day of the month or meeting times. She recapped some of the ideas that were floated, questions and discussion followed. It was decided to stay with the first Tuesday of the month at change the time to 10:00AM. ED Pope will check with missing Board Member Walker. New meeting time will change on the May 3, 2022 meeting after it is voted on at the next meeting.

6. ED/LLC/New Marketing Report

ED Pope highlighted the new lot tender which has been a little less expensive, and the lot is showing much more presentable Tenant Tropical Tan will be leaving in March and is requesting to continue to have the storage space until May. There has been some movement in office space. The LCC has been challenged with the IT issues, bank accounts, and names being changed into LPFD name. OVG upper management is covering for missing staff for now, the big events in January went well. There is some discussion of using a search firm, but those costs are now in the 30-40% of salary range. ED Pope discussed the need to explore the many ideas and working with our partners to build a new template for community events building on the success of the I Love Lynnwood Event.

7. Cash Report

FA Cain covered the cash report earlier in the meeting.

F. UPDATES ON CITY PLANNING

Director Kleitsch reported that the support structure at the ST2 bridge structure have come down at 44th and 200th. Projects are moving along regarding Amber and Sound transit. City Center Environmental impact statement goes to Council again on April 4th. This expands the development capacity in the city center which aligns with the PFD Master Plan. They have begun the comprehensive plan for the city, a 2-year effort, beginning in 2022 and going to 2024. Embarking on the Regional Growth Center. Sound transit 3 have set up community advisory group, (which includes ED Pope).

G. COMMENTS FROM CM ALTAMIRANO-CROSBY

CM Altamirano-Crosby shared last night The City of Lynnwood Council declared a proclamation in support for the Ukrainian community. A Lynnwood community member from Ukrainian shared her family's very sad story.

BOARD COMMENTS FOR THE GOOD OF THE ORDER

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Board Member Webster asked Director Kleitsch if the old Rotary sign on 200th could now display the I love Lynnwood branding. The Board Member Norby gave a happy announcement that she is pregnant and will take a few months off in the summer. Congratulations!

H. EXECUTIVE SESSION: RCW 42.30.110 (1) (d) to review negotiations on a publicly bid contract

The Board went into Executive Session at 4:42 p.m. for 10 minutes as authorized by RCW42.30.110(1)(d) to review negotiations on a publicly bid contract.

- Extended at 4:42 for 10 minutes to 4:52 p.m.
- Extended at 4:52 for 2 minutes to 4:54 p.m.
- Extended at 4:56 for 2 minutes to 4:58 p.m.
- Extended at 4:58 for 2 minutes to 5:00 p.m.

The executive session was adjourned at 4:59 p.m. and the regular meeting was reconvened at 4:59 p.m.

ADJOURN

Meeting adjourned at 4:59 p.m.

Rosario Reyes

05 / 19 / 2022

Rosario Reyes, Chair Board Member

Convention Plaza Repairs and Maintenance Report

Account: (Multiple Items)
 Class Name: Convention Plaza
 Pay Month: Mar-22

Name	Document Number	Description	Sum of Amount
KWB Property Maintenance	JLL-LCC 033122.1	Janitorial Services - Day Porter	2,208.00
KWB Property Maintenance	JLL-LCC 033122.1	Janitorial Services - Newspaper rack removal and cleanup	331.20
KWB Property Maintenance	JLL-LCC 033122.2	Janitorial Services - Roof Downspout Repair	172.21
KWB Property Maintenance	JLL-LCC 033122.3	Janitorial Services - Trash Can Liner at CEC	97.14
KWB Property Maintenance	CD501191248	Janitorial Services - Lighting Maintenance	289.27
Monarch Landscaping Holdings, LLC	CD501191248	Tree Removal and Stump Grinding	8,289.86
Monarch Landscaping Holdings, LLC	CD501194435	Landscaping Expense - Mar 2022	2,352.55
Pacific Air Control, Inc.	45974	HVAC Maintenance Quarterly Billing	1,228.48
Pacific Air Control, Inc.	45975	HVAC Quarterly Maintenance - Kona Kitchen	565.48
Pacific Air Control, Inc.	46123	HVAC Repair - Kona Kitchen	1,480.81
TK Elevator	30006415021	Elevator Quarterly Maintenance - Chuck E Cheese	688.40
TK Elevator	6000561040	Elevator Repairs - Chuck E Cheese	14,690.16
Patriot Concrete & Construction, LLC	PC20-463	Asphalt Repairs and Lot Striping	4,618.90
Commercial Industrial Roofing, Inc.	38183	Roof Leak Repairs - Kona Kitchen	1,119.80
Commercial Industrial Roofing, Inc.	38247	Roof Leak Repairs - Olympus Spa	331.50
Commercial Industrial Roofing, Inc.	38253	Roof Cleaning Services - CEC	874.06
Commercial Industrial Roofing, Inc.	38263	Roof Leak Repairs - Olympus Spa	637.79
Commercial Industrial Roofing, Inc.	38271	Roof Cleaning Services - USPS	671.84
Commercial Industrial Roofing, Inc.	38272	Roof Cleaning Services - Tropical Tan	772.40
Commercial Industrial Roofing, Inc.	98298	Roof Cleaning Services - Kona Kitchen	671.84
Commercial Industrial Roofing, Inc.	98297	Roof Cleaning Services - Olympus Spa	772.40
Commercial Industrial Roofing, Inc.	38307	Roof Leak Services - CEC	1,283.79
Commercial Industrial Roofing, Inc.	38306	Roof Leak Repairs - Olympus Spa	1,123.30
Commercial Industrial Roofing, Inc.	38319	Roof Leak Repairs - Olympus Spa	629.46
Commercial Industrial Roofing, Inc.	38450	Roof Repairs - Olympus Spa	2,917.20
Grand Total			46,745.64

CP R&M Trend

Account	(Multiple Items)	Jan-22	Feb-22	Mar-22	Grand Total
Class Name	Convention Plaza				
Column Labels					
Sum of Amount		17,299.83	8,728.48	48,746.64	72,773.95

Payment Reference

Account	(All)
Type	Bill Payment
Base Status	Undefined

Document Number	Name	Sum of Amount
11146	Ace Internet Services	(4,714.00)
11147	Bridgepoint Consulting	(1,687.50)
11148	Canon Financial Services, Inc.	(91.09)
11149	Destination International	(2,658.33)
11150	Geoengineers, Inc.	(3,091.75)
11151	Health Care Authority	(3,983.28)
11152	JLL	(15,000.00)
11153	Joyce Ziker Partners	(1,741.00)
11154	Lynnwood Parks & Recreation Foundation	(12,000.00)
11155	Oracle America Inc.	(401.27)
11156	SMG	(10,000.00)
11157	Tara Dunford, CPA	(165.00)
11158	US Bank MN	(300.00)
11159	City of Lynnwood - Utilities	(7,674.31)
11160	Commercial Industrial Roofing, Inc.	(11,805.38)
11161	Janl-King of Western Washington	(443.00)
11162	KWB Property Maintenance	(3,097.82)
11163	Monarch Landscaping Holdings, LLC	(8,642.21)
11164	Pacific Air Control, Inc.	(3,254.77)
11165	Patriot Concrete & Construction, LLC	(4,618.90)
11166	Puget Sound Energy	(2,163.63)
11167	Purcell Legal & Mediation Services, PLL	(1,422.00)
11168	Snohomish County PUD No 1	(4,218.81)
11169	TK Elevator	(15,326.56)
11170	Waste Management	(7,177.85)
11171	Zply Fiber	(68.00)
12284626561	Comcast Business	(361.95)
130503142286	US Bank	(2,823.03)
Grand Total		(128,931.44)

Payments signed by Janet Pope Executive Director

Bills Paid

Pay Month: Mar-22
 Type: Bill

Class: Name	Name	Description	Sum of Amount
Convention Plaza	Commercial Industrial Roofing, Inc.	Roof Leak Repairs - Kona Kitchen	1,119.80
Convention Plaza	Commercial Industrial Roofing, Inc.	Roof Leak Repairs - Olympus Spa	2,722.05
Convention Plaza	Commercial Industrial Roofing, Inc.	Roof Cleaning Services - CEC	874.06
Convention Plaza	Commercial Industrial Roofing, Inc.	Roof Cleaning Services - USPS	671.84
Convention Plaza	Commercial Industrial Roofing, Inc.	Roof Cleaning Services - Tropical Tan	772.40
Convention Plaza	Commercial Industrial Roofing, Inc.	Roof Cleaning Services - Kona Kitchen	671.84
Convention Plaza	Commercial Industrial Roofing, Inc.	Roof Cleaning Services - Olympus Spa	772.40
Convention Plaza	Commercial Industrial Roofing, Inc.	Roof Leak Services - CEC	1,283.79
Convention Plaza	Commercial Industrial Roofing, Inc.	Roof Repairs - Olympus Spa	2,917.20
Convention Plaza	Patriot Concrete & Construction, LLC	Asphalt Repairs and Lot Striping	4,618.90
Convention Plaza	KWB Property Maintenance	Janitorial Services - Day Porter	2,208.00
Convention Plaza	KWB Property Maintenance	Janitorial Services - Roof Downspout Repair	172.21
Convention Plaza	KWB Property Maintenance	Janitorial Services - Newspaper rack removal and cleanup	331.20
Convention Plaza	KWB Property Maintenance	Janitorial Services - Trash Can Liner at CEC	97.14
Convention Plaza	KWB Property Maintenance	Janitorial Services - Lighting Maintenance	289.27
Convention Plaza	City of Lynnwood - Utilities	Water Sewer - Tropical Tan Ste 124 - Mar 2022	245.00
Convention Plaza	City of Lynnwood - Utilities	Water Sewer - Parking Lot 3819 - Mar 2022	245.00
Convention Plaza	City of Lynnwood - Utilities	Water Sewer - Convention Plaza - Mar 2022	5,198.54
Convention Plaza	City of Lynnwood - Utilities	Water Sewer - GS Labs Ste 142 - Mar 2022	1,276.17
Convention Plaza	City of Lynnwood - Utilities	Water Sewer - Bamboo Tree Ste 102 - Mar 2022	709.60
Convention Plaza	Janl-King of Western Washington	Janitorial Services - Mar 2022	254.00
Convention Plaza	Monarch Landscaping Holdings, LLC	Tree Removal and Stump Grinding	6,289.66
Convention Plaza	Monarch Landscaping Holdings, LLC	Landscaping Expense - Mar 2022	2,352.55
Convention Plaza	Pacific Air Control, Inc.	HVAC Maintenance Quarterly Billing	1,228.48
Convention Plaza	Pacific Air Control, Inc.	HVAC Quarterly Maintenance - Kona Kitchen	565.48
Convention Plaza	Pacific Air Control, Inc.	HVAC Repairs- Kona Kitchen	1,480.81
Convention Plaza	Puget Sound Energy	Natural Gas - Chuck E Cheese Upstairs - Feb 22	445.38
Convention Plaza	Puget Sound Energy	Natural Gas - GLS Labs 142A - Feb 22	1,402.02
Convention Plaza	Puget Sound Energy	Natural Gas - GS Labs 142B - Feb 22	35.87
Convention Plaza	Purcell Legal & Mediation Services, PLL	Legal Services - Tropical Tan	1,422.00
Convention Plaza	Snohomish County PUD No 1	Kona Kitchen Area Lighting	9.16
Convention Plaza	Snohomish County PUD No 1	Parking Lot 3819 Area Lighting	9.16
Convention Plaza	Snohomish County PUD No 1	Electricity Services - CEC	68.94
Convention Plaza	Snohomish County PUD No 1	Electricity Services - Warehouse Lighting - Dec 2021	627.86
Convention Plaza	Snohomish County PUD No 1	Electricity Services - Warehouse Lighting - Jan 2022	625.38
Convention Plaza	Snohomish County PUD No 1	Electricity Services - Warehouse Lighting - Feb 2022	576.88
Convention Plaza	Snohomish County PUD No 1	Electricity Services - Chuck E Cheese Office HVAC - Feb 2022	470.03
Convention Plaza	Snohomish County PUD No 1	Electricity Services - Silver Platter / USPS - Mar 2022	40.59
Convention Plaza	Snohomish County PUD No 1	Electricity Services - Parking Lot Lighting - Mar 2022	172.55
Convention Plaza	Snohomish County PUD No 1	Electricity Services - Chuck E Cheese - Mar 2022	71.89
Convention Plaza	Snohomish County PUD No 1	Electricity Services - Chuck E Cheese 2nd Floor - Mar 2022	599.20
Convention Plaza	Snohomish County PUD No 1	Electricity Services - Second Floor Lighting - Mar 2022	477.14
Convention Plaza	Snohomish County PUD No 1	Electricity Services - Chuck E Cheese Office HVAC - Mar 2022	470.03
Convention Plaza	TK Elevator	Elevator Quarterly Maintenance - Chuck E Cheese	666.40
Convention Plaza	TK Elevator	Elevator Repairs - Chuck E Cheese	14,660.16
Convention Plaza	Waste Management	Garbage Services - CEC Bldg - Feb 2022	1,337.65
Convention Plaza	Waste Management	Garbage Services - USPS Bldg - Feb 2022	2,690.97
Convention Plaza	Waste Management	Garbage Services - Kona Kitchen - Feb 2022	2,726.83
Convention Plaza	Waste Management	Garbage Services - GS Labs - Feb 2022	422.40
Convention Plaza	Zipty Fiber	Elevator Phone Services - Feb 2022	68.00
Convention Plaza Total			69,443.88
Lynnwood PFD	Destination International	Destination International Membership	2,658.33
Lynnwood PFD	US Bank MN	Debt Service - Admin Fee	308.00
Lynnwood PFD	Lynnwood Parks & Recreation Foundation	LPFD Contribution for I-LOVE Lynnwood Sculpture	12,000.00
Lynnwood PFD	Ace Internet Services	IT Services	4,714.00
Lynnwood PFD	Bridgepoint Consulting	NetSuite Consulting Project ID 4065	1,687.50
Lynnwood PFD	Tara Dunford, CPA	Accounting and Finance Services	165.00
Lynnwood PFD	Canon Financial Services, Inc.	Color Copier Fee Mar 2022	91.09
Lynnwood PFD	Comcast Business	Internet Services	361.95
Lynnwood PFD	Geoengineers, Inc.	Environmental Services	149.00
Lynnwood PFD	Geoengineers, Inc.	Indoor Air Sampling	2,942.75
Lynnwood PFD	Health Care Authority	Health Insurance Mar 2022	3,983.28
Lynnwood PFD	Janl-King of Western Washington	Janitorial Services - Mar 2022	189.00
Lynnwood PFD	JLL	JLL Retainer 2021-2022	15,000.00
Lynnwood PFD	Joyce Ziker Partners	Legal Services - Dry Cleaner Release	300.00
Lynnwood PFD	Joyce Ziker Partners	Legal Services - LCC Arco BP Cleanup	1,441.00

Lynnwood PFD	Oracle America Inc.	NetSuite - Additional Users	401.27
Lynnwood PFD	Puget Sound Energy	Natural Gas - PFD 136 - Feb 22	260.36
Lynnwood PFD	US Bank	US Bank CC Charges	2,823.03
Lynnwood PFD Total			49,487.56
Convention Center	SMG	Management Fee	10,000.00
Convention Center Total			10,000.00
Grand Total			128,931.44

Net Payroll 20,463.89

Rosario Reyes 05 / 19 / 2022

Board Chair - Rosario Reyes Date