

**LYNNWOOD PUBLIC FACILITIES DISTRICT  
BOARD SPECIAL MEETING MINUTES  
May 21, 2021**

**A. CALL TO ORDER**

The special meeting of the Lynnwood Public Facilities District was called to order at 11:00 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.

**Board Members Present**

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

**Others**

Janet Pope, PFD Executive Director  
Matt Hendricks, PFD Attorney  
Karen Porterfield, Consultant  
Josh Cain, Interim Finance Analyst

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**B. APPROVAL OF AGENDA**

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

**C. ANNOUNCEMENTS & COMMUNICATIONS**

**D. BUSINESS ITEMS**

**1. Decision to Award Contract for Property Management/Development Services Request for Proposals (RFP)**

ED Pope reviewed the Lynnwood PFD Mission/Vision Values, selecting partners to meet our needs, challenges requiring property management, property management overlaps master planning, additional master planning needs requiring contracted partnerships, project development partner (several requirements of Integrated Planning Grant), why JLL, and JLL references.

Questions and discussion followed regarding the pre-development advisory fee, difference between master planning and property management, post-pandemic visioning, a preference to focus on planning first, JLL doing master planning and property management, what the PFD gets for the monthly fee (property management, oversee master planning and convention center operating RFP), scope of the RFP, intent that the three tasks will occur simultaneously, JLL's role in the planning process, changes that have occurred since the vision statement was developed, syncing up what/how/why/who/when, decisions that are the board's responsibility.

Questions and discussion continued regarding concern an RFP was published without the board seeing it, determining what are the board's versus the committee's decision, concern with the amount proposed to be paid to manage existing buildings and tenants, concern the board has not been involved enough, tasks JLL will be involved with in addition to property management, timeline to spend the Integrated Planning Grant, the board's role in governance versus operating, the board's expectation/interpretation of the RFP, savings in staff salaries, deadline for developing a convention center RFP, what the ED will be negotiating with JLL, the board's opportunity to approve/disapprove the contract, and the difference between a proposal and a contract.

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Board Member Webster moved, seconded by Board VC Nordby, to authorize the Executive Director to negotiate a professional services contract with JLL in an amount not to exceed \$180,000. Motion passed, unanimously.

Discussion continued regarding a request to provide board members the contract with ample time for review.

**2. Discussion to Better Define Roles and Communication between the Master Planning Committee and Full Board**

Discussion followed regarding there not being an issue of trust but learning how best to delegate decisions, the board's responsibility to be clear regarding what they want to see when (such as during an RFP process), defining transparency and healthy communication, and providing materials with enough lead time for review.

**E. EXECUTIVE SESSION**

The Board went into Executive Session at 12:15 p.m. for 15 minutes as authorized by RCW42.30.110(1) to discuss with legal counsel representing the agency litigation or potential litigation. The executive session was adjourned at 12:30 p.m. and the regular meeting was reconvened at 12:30 p.m.

**ADJOURN**

Meeting adjourned at 12:30 p.m.



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Rosario Reyes, Chair Board Member

**LYNNWOOD PUBLIC FACILITIES DISTRICT  
BOARD SPECIAL MEETING MINUTES  
May 21, 2021**

**A. CALL TO ORDER**

The meeting of the Lynnwood Public Facilities District was called to order at 11:10 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.

**Board Members Present**

Rosario Reyes, Chair  
Taylor Nordby, Vice-Chair  
Shawn Walker  
Michelle Meyer, Treasurer (ex-officio)

**Others**

Janet Pope, PFD Executive Director

Matt Hendricks, PFD Attorney  
David Kleitsch, City of Lynnwood  
Karl Almgren, City of Lynnwood  
Karen Porterfield, Consultant  
Josh Cain, Interim Finance Analyst

**Board Members Excused**

Loren Simmonds, Secretary  
Wally Webster II

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**B. APPROVAL OF AGENDA**

It was agreed to reschedule the meeting to 11 a.m. on May 21<sup>st</sup> so that Board Members Simmonds and Webster could participate in the discussion.

**C. ANNOUNCEMENTS & COMMUNICATIONS**

**D. BUSINESS ITEMS**

1. **Decision to Award Contract for Property Management/Development Services Request for Proposals (RFP)**
2. **Discussion to Better Define Roles and Communication between the Master Planning Committee and Full Board**

**ADJOURNMENT**

Meeting adjourned at 11:17 am.



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Rosario Reyes, Chair Board Member

