

**LYNNWOOD PUBLIC FACILITIES DISTRICT
REGULAR BOARD MEETING MINUTES
May 5, 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

Others

Janet Pope, PFD Executive Director
Matt Hendricks, PFD Attorney
Nancy Lambert, Business Administrator PFD
Josh Cain, Financial Analyst, LPFD
David Kleitsch, City of Lynnwood
Dan Fenton, JLL
Matt Lashoff, OVG
Liana Huth, OVG
Julieta Altamirano-Crosby, Lynnwood City Council

B. APPROVAL OF AGENDA

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

C. ANNOUNCEMENTS & COMMUNICATIONS

ED Pope stated that OVG staff will join later for the Executive Session. CM Altamirano-Crosby and Member Meyer will have to leave around 11:00 a.m.

Member Miller shared how much he enjoyed the well-attended art reception and thanked ED Pope for the exceptional marketing efforts.

D. APPROVAL OF CONSENT AGENDA

Board Member Miller moved, seconded by Board Member Walker to approve the Minutes of April 5, 2022. Two corrections needed to be made to the minutes, Board Chair Reyes did not attend and misspelling of one word. Motion passed with corrections, unanimously.

Accounts Payable and Plaza Maintenance Report

FA Cain pointed out a new vendor on the report that tracks insurance on the property to ensure compliance.

Repairs and Plaza Maintenance

A total of \$10,000 was spent in April which is a reduction from March.

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

**LYNNWOOD PUBLIC FACILITIES DISTRICT
REGULAR BOARD MEETING MINUTES
May 5, 2022**

E. BUSINESS ITEMS

1. First Quarter Financials

ED Pope reported that we were not able to close out the quarter complete with January due to transition issues with ASM Global as LCC operator. FA Cain will present the PFD and Plaza for the entire quarter and then only February and March for the LCC. Oakview Group was not responsible for closing out January but will tackle that responsibility now.

FA Cain reviewed the financial narrative as well as the system generated reports. The PFD net operating income was within 10% of budget, the 2021 annual report was submitted to the state auditor, the audit entrance meeting is scheduled for May 4, 2022.

Regarding the Plaza, repairs and maintenance were 61% higher than what was budgeted for Q1, and Tropical Tan officially moved out March 3, 2022.

The Convention Center events are picking up and projections are for \$1.4 million revenue for 2022. No transfers from the PFD to the LCC were required.

FA Cain shared a new report, Budget vs. Actual QTD by Class. The LCC numbers will be added once they have been provided by OVG.

An additional new report was viewed Budget vs. Actual YTD Month Over Month report. Discussion followed and Member Walker requested adding additional detail including monthly budget projections for the remainder of the year. Members can vote on the updates to this report at the next quarterly report presentation.

ED Pope and FA Cain presented a template presented by Member Webster updating the current cash report that included a visual diagram of funds transferred to the LCC and year over year numbers. ED Pope said staff will of course present financial reports in a manner most helpful to the Board for decision making. For this cash report she recommended considering that this report is now the only report not generated out of the system and will not tie with any other reports. She also reminded that board that policy had changed regarding payments to the LCC so the trend line should remain mostly flat. It was decided that members will receive a sample of this report and the cash report before the next meeting. Members will discuss this report at the next meeting and vote. The intent is to not have a report for the quarterly or monthly financials that is not the preference of just one board member but is approved by the whole board.

2. Human Resources Policies

ED Pope added the Confidentiality Policy and the Conflict of Interest Policy to the Human Resources Policies after the last meeting. Board Member Miller moved seconded by Board Member Taylor, to approve the Human Resources Policies. Motion passed, unanimously.

3. Board Agreement of Role, Code of Ethics, Confidentiality, Conflict of Interest

ED Pope provided the Board with the roles and norms for review and will be voted on at a future meeting. All were sent to Attorney Hendricks the previous week.

4. Art at the Convention Center

ED Pope reminded the members of the art committee history. The second show of the year is underway. A decision needs to be made regarding the future of art at the LCC. Roles of the Board, LCC, a contracted curator, the PFD, and OVG need to be defined. Discussion followed, ED Pope will discuss with the attorney and then bring recommendations back to the Board.

Executive Director Report

The Lynnwood PFD Board's minutes are intended to be a reasonable summary of the Board's deliberations and actions. The minutes are not a verbatim record of everything said at the meeting. The minutes include all actions taken by the Board.

**LYNNWOOD PUBLIC FACILITIES DISTRICT
REGULAR BOARD MEETING MINUTES
May 5, 2022**

ED Pope highlighted a few items from her report. Tropical Tan has moved out of the Plaza, Searchwide International has been contracted for the General Manager search, and the LCC has 29 events on the books with 21 of them being new clients. Work is still being done on a possible community event for next year called Interlaced. Also, ED Pope attended Big Ideas and City Center/Alderwood Committee meetings.

F. Updates on City Planning

Director Kleitsch reported the Sound Transit 2 construction strike is over and should still complete construction in 2024. The station is coming together, garage and site work are being done. Regarding Sound Transit 3, the expansion from Lynnwood to Everett, they are deciding on Lynnwood stations. It appears that the Alderwood Mall locations are the ones being considered. The Ember project is moving along, it is a multi-use project with 350 units of housing and retail space. Also, the City was embarking on an environmental impact statement and looking at expanding the ordinances because the number of units were capped. The issue was taken to Council; at this point there will be a pause on efforts.

The next year will include working on the comprehensive plan called City Center plus Alderwood. This is where the growth focus will be in the future.

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

Board Member Miller reported that the Verdant offices will be celebrating a grand opening on 196th Street.

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

Start Executive session at 11:27 a.m. for 20 minutes to end at 11:47 p.m.

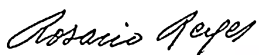
Extended at 11:47 for 5:00 p.m. for 5 minutes to 11:52.

Extended Executive Session at 11:52 for 1 minute to 11:53

Ended Executive Session at 11:54 p.m.

ADJOURNMENT

Meeting adjourned at 11:54 p.m.



09 / 08 / 2022

Rosario Reyes, Chair Board Member

Payments signed by Janet Pope Executive Director

Payment Reference

Bills Paid

Pay Month			Sum of Amount
May-22			
Type			
BB			
Class: Name	Name	Description	Sum of Amount
Convention Plaza	KWB Property Maintenance	Janitorial Services - Day Porter	2,212.00
Convention Plaza	KWB Property Maintenance	Janitorial Services - Misc property maintenance	182.50
Convention Plaza	Valley Electric Inc.	Canopy Lighting Repairs and Timer Reset	1,876.48
Convention Plaza	City of Lynnwood - Utilities	Water Sewer - GS Labs Ste 142 - May 2022	1,028.93
Convention Plaza	City of Lynnwood - Utilities	Water Sewer - Tropical Tan Ste 124 - May 2022	245.00
Convention Plaza	City of Lynnwood - Utilities	Water Sewer - Convention Plaza - May 2022	5,198.54
Convention Plaza	City of Lynnwood - Utilities	Water Sewer - Bamboo Tree Ste 102 - May 2022	785.33
Convention Plaza	City of Lynnwood - Utilities	Water Sewer - Parking Lot 3819 - May 2022	245.00
Convention Plaza	Jani-King of Western Washington	Janitorial Services - May 2022	254.00
Convention Plaza	JLL	JLL Retainer 2021-2022	10,500.00
Convention Plaza	Monarch Landscaping Holdings, LLC	Landscaping Expense - Aeration/seeding	384.85
Convention Plaza	Monarch Landscaping Holdings, LLC	Landscaping Expense - May 2022	2,401.78
Convention Plaza	Pacific Air Control, Inc.	HVAC Repairs - Slater Insurance	2,544.28
Convention Plaza	Puget Sound Energy	Natural Gas - GS Labs 142B - Apr 22	35.87
Convention Plaza	Puget Sound Energy	Natural Gas - GLS Labs 142A - Apr 22	1,319.11
Convention Plaza	Puget Sound Energy	Natural Gas - Chuck E Cheese Upstairs - Apr 22	271.37
Convention Plaza	Snohomish County PUD No 1	Kona Kitchen Area Lighting	8.61
Convention Plaza	Snohomish County PUD No 1	Parking Lot 3819 Area Lighting	8.61
Convention Plaza	Snohomish County PUD No 1	Electricity Services - Warehouse Lighting - Apr 2022	471.15
Convention Plaza	Waste Management	Garbage Services - GS Labs - Apr 2022	430.60
Convention Plaza	Waste Management	Garbage Services - CEC Bldg - Apr 2022	1,384.21
Convention Plaza	Waste Management	Garbage Services - USPS Bldg - Apr 2022	2,786.11
Convention Plaza	Waste Management	Garbage Services - Kona Kitchen - Apr 2022	2,826.76
Convention Plaza Total			37,411.09
Lynnwood PFD	Ace Internet Services	IT Services	1,887.10
Lynnwood PFD	Bridgepoint Consulting	NetSuite Consulting Project ID 4065	3,262.50
Lynnwood PFD	Tara Dunford, CPA	Accounting and Finance Services	2,887.50
Lynnwood PFD	Canon Financial Services, Inc.	Color Copier Fee May 2022	91.17
Lynnwood PFD	Comcast Business	Internet Services	361.85
Lynnwood PFD	Electronic Business Machines, Inc.	Contract Overages - Copier	57.67
Lynnwood PFD	Geoengineers, Inc.	Arco Cleanup Oversight	414.25
Lynnwood PFD	Health Care Authority	Health Insurance May 2022	3,924.45
Lynnwood PFD	Health Care Authority	Health Insurance/Employee Life/LTD May 2022	274.03
Lynnwood PFD	Jani-King of Western Washington	Janitorial Services - May 2022	189.00
Lynnwood PFD	JLL	JLL Retainer 2021-2022	84,500.00
Lynnwood PFD	Karen Porterfield	Update of Washington State Ecology Dept Planning Grant	4,900.00
Lynnwood PFD	Oracle America Inc.	NetSuite	4,433.39
Lynnwood PFD	Puget Sound Energy	Natural Gas - PFD 136 - Apr 22	164.33
Lynnwood PFD	Genesis Marketing, LLC	Social Media/Design Fees	1,705.60
Lynnwood PFD	Lynnwood Chamber of Commerce	Renewal - Silver Membership	1,500.00
Lynnwood PFD Total			110,552.94
Convention Center	David Richard Spring	LCC Art Event Music	300.00
Convention Center	Monarch Landscaping Holdings, LLC	Landscaping Expense - LCC Tree Pruning	7,528.00
Convention Center Total			7,828.00
Grand Total			155,792.03
		Net Payroll	19,639.33

Account Type	(All) Bill Payment	Base Status	Undefined
Document Number	Name	Sum of Amount	
11201	David Richard Spring	(300.00)	
11202	Ace Internet Services	(1,887.10)	
11203	Bridgepoint Consulting	(3,262.50)	
11204	Canon Financial Services, Inc	(91.17)	
11205	Electronic Business Machines, Inc	(57.67)	
11206	Genesis Marketing, LLC	(1,705.60)	
11207	Geoengineers, Inc	(414.25)	
11208	Health Care Authority	(4,198.48)	
11209	JLL	(95,000.00)	
11210	Karen Porterfield	(4,900.00)	
11211	Lynnwood Chamber of Commerce	(1,500.00)	
11212	Oracle America Inc	(4,433.39)	
11213	Tara Dunford, CPA	(2,887.50)	
11214	City of Lynnwood - Utilities	(7,502.80)	
11215	Jani-King of Western Washington	(443.00)	
11216	KWB Property Maintenance	(2,394.50)	
11217	Monarch Landscaping Holdings, LLC	(10,324.63)	
11218	Pacific Air Control, Inc	(2,544.28)	
11219	Puget Sound Energy	(1,790.68)	
11220	Snohomish County PUD No 1	(488.37)	
11221	Valley Electric Inc	(1,876.48)	
11222	Waste Management	(7,427.68)	
6053979892	Comcast Business	(361.95)	
Grand Total		(155,792.03)	

Rosario Reyes

09 / 08 / 2022

Board Chair - Rosario Reyes Date

