

LYNNWOOD PUBLIC FACILITIES DISTRICT
REGULAR BOARD MEETING MINUTES
September 6, 2022

CALL TO ORDER

The meeting of the Lynnwood Public Facilities District was called to order at 10:03 p.m. by Board Chair Mike Miller. The meeting took place both in person and electronically. A conference call number was published in the agenda to enable public participation. There was not a quorum.

Board Members Present

Mike Miller
Wally Webster II
Michelle Meyer, Treasurer (ex-officio)
Wally Webster II

Others

Janet Pope, PFD Executive Director
Matt Hendricks, PFD Attorney
Josh Cain, Financial Analyst Lynnwood PFD
Nancy Lambert, Business Admin Lynnwood PFD
Juliet Velazquez, JLL
David Kleitsch, City of Lynnwood
Greg Whitney, JLL
Francesca Howard, JLL
Kelly Carr, OVG
Allen Oakley, Director of Sales & Marketing, LCC

A. APPROVAL OF AGENDA

Ms. Pope asked Member Miller to run the meeting. There were only two Board members present and the ex-officio treasurer. No motions or votes for approval could be made during this meeting.

B. ANNOUNCEMENTS & COMMUNICATION

ED Pope informed the attendees that Board President Reyes was still recovering from a recent accident and was not able to attend the meeting.

C. CONSENT AGENDA

1. Approval on Minutes of July 12, 2022

Motion to approve will be moved to the next meeting.

D. Accounts Payable, Plaza Maintenance Report

1. FA Cain reviewed the report which was a combination of July and August as there was no meeting in August. The report highlighted new vendors. An unexpected payment needed to be made to catch up on real estate taxes for Fire District fees for 2021 and 2022. Regarding the Plaza Maintenance report, the expenses were a little high due to repairs and annual inspections in the month of July. Ms. Pope introduced Andrew Palmer, the new LCC Director of Finance. He shared that his background is in public and private accounting and is excited to be onboard.

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2. **Motion to approve accounts payable & payroll report**

Motion to approve will be moved to the next meeting.

E. Business Items

1. **Quarterly Financials: P & L, Cash Report, Reserves-** Dir. Cain presented the "Good, Bad and Ugly" report. In the "Good" category, the net operating income is 19% above budget and the audit is completed. Also, the new Director of Finance was hired at the LCC and LCC started the implementation of Ungerboeck.
Less favorable items, costs are a little higher, 21% on the utilities and 23% higher on repairs and maintenance. Staffing at the LCC continues to be difficult, as it is nationwide. The most challenging issues now for the PFD – Snohomish County Hotel Motel tax is capped not to exceed 1/3 of County collections causing a revenue reduction of \$162k for 2022 and causing an AR write off at year end for \$335k. In addition, there is still no resolution on collecting some past tenant owed rent. Legal action is being considered. Dir. Cain reviewed the detail of the January through June quarterly report which is close to expected for all classes. The he pointed to the cash report for July and August and noted there is additional cash in LGIP and bonds investments. He also shared a new report that shows a reserve analysis.
2. **New Bond Purchase** – Dir. Cain reported that the LPFD made 2 bond purchases, the 1st for \$250 million that goes to December 2024, with a 3.3 yield. The second purchasing \$340,000, which matures March 2024 with a 3.7 % yield. These are short term if cash is needed for Master planning.
3. **New Credit Line- Motion to Approve New Credit Line** – ED Pope informed the members of the new Umpqua Back corporate credit card program for the LPFD and LCC. The PFD will manage the \$150,000 credit pool, assign cards, and determines limits. The program keeps accounts separate, allows the LPFD to audit, and offers virtual card to vendors to use for payment. Also, the program offers revenue sharing possibilities. The motion to approve will be moved to the next meeting.
4. **KPI Dashboard** – Dan Fenton and Juliet Velazquez walked the members through the KPI reports regarding the event mix. Sales are beginning to move towards uncovering the ideal P1 events from the KPI's. Sales and Marketing Director Allen added the LCC now has a P2 on the books for next year. What we are expecting to see on this report would be a reduction of the lower attendance events that don't impact the local economy and an increase in P1's and 2's of the conference/convention types of events. Room nights consumed are now being tracked.

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5. Association Outreach-

Sales and Marketing Director Allen Oakley shared some of the research he has done on our history with state and regional associations and how we might increase those numbers. Using an OVG software tool forecasting when and where associations might book in our geographical area and what hotel brands are the participants loyal to for overnights.

6. Branding Update- Moved this update to a later meeting with better attendance.

7. Karen Porterfield Scope of Work – ED Pope presented the scope of work for Ms. Porterfield as requested by the board. She reminded the members that Karen Porterfield works with municipalities and government agencies and has done a variety of projects for the LPFD. There are many new grant opportunities available, but with the current staffing level at the LPFD there is not the capacity to follow through with these grants. If the District plans to go after these funds help will be needed. Ms. Pope reviewed the new Scope of Work. The payment amount will not exceed \$45,000 which matches the budget of the recent Dept. of Ecology grant to pay for her work.

8. Master Planning Committee Update – Greg Whitney of JLL reported on the progress of the Master Plan. He reviewed two areas of work, the first being orientation of the proposed convention center expansion and second how it fits into the Master Plan. He shared the block plans of a north-south orientation which includes indoor/outdoor uses, takes advantage of the typography of the property in the loading area, and addresses parking options. The efforts are to have the right ratios of space to accommodate meeting space, ballroom space, flexibility in the CC. Elements under consideration are providing space for retail, parklets, full-service hotel, and housing options. Next steps will include several meetings before the LPFD Board retreat in October.

9. ED Report –ED Pope shared the PFD and LCC have been working on the City Use Days, updating the policy points that were approved in 2012. The Board will be asked to adopt the changes at the Board retreat. The new model is to have people apply through an application process.

Regarding the audit, the city must get the PFD audit approved before the city audit can be finished by September 30th.

The Artist Reception has 220 RSVP's 10 days before the event. This year the LPFD and LCC are sponsors at the Fair on 44th.

The part-time accounting position is now posted. The LPFD has had two public record requests that are due by September 11th.

Other items for the Board retreat will be see a three-year strategic plan, approval of some Master Plan items, and the initial presentation of the budget.

The retreat will be October 21st 9:00am to 3:00pm.

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10. Special Board Meeting Date (Proposed Sept 15, 11:00am) the auditors need to change the date to September 13th, will be from 11:00am to 12:30pm. Members will have to get back to ED Pope about agreeing and formalizing the time.

F. Updates on City Planning

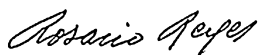
David Kleitsch reported that the Sound Transit Lynnwood Link is not anticipating any significant delays and will open by the end of 2024 or 1st quarter 2025. There is work going on with the City Center and Alderwood Mall future planning. There will be a walking tour in Sept 8th which will highlight the interrelationship between the Convention Center, the City Center, and the light rail. Northline Village is finishing the BPS and should be under construction by the end of the year.

G. Comments from CM Altamirano-Crosby not able to attend.

H. Board Comments for the Good of the Order – Member Webster reported that Lynnwood Neighborhood Center may want to discuss work with LPFD on the LCC planning process. Member Miller shared that he has arranged for shuttle busses from senior living facilities to the Artist Reception.

ADJOURNMENT

Meeting adjourned at 12:25 p.m.



11 / 09 / 2022

Rosario Reyes, Chair Board Member

Payments signed by Janet Pope Executive Director

Bills Paid

Pay Month (Multiple Items)
Type Bill

Class: Name	Name	Description	Sum of Amount
Convention Plaza	Watson Security	Maintenance - Rekey Bamboo	791.54
Convention Plaza	Sprague Pest Solutions	Pest Control - Ants	124.43
Convention Plaza	City of Lynnwood - Utilities	Water Sewer - GS Labs Ste 142 - Jun 2022	534.44
Convention Plaza	City of Lynnwood - Utilities	Water Sewer - Parking Lot 3819 - Jun 2022	245.00
Convention Plaza	City of Lynnwood - Utilities	Water Sewer - Tropical Tan Ste 124 - Jun 2022	245.00
Convention Plaza	City of Lynnwood - Utilities	Water Sewer - Convention Plaza - Jun 2022	5,198.54
Convention Plaza	City of Lynnwood - Utilities	Water Sewer - Bamboo Tree Ste 102 - Jun 2022	566.48
Convention Plaza	City of Lynnwood - Utilities	Water Sewer - Chuck E Cheese - Jul 2022	675.13
Convention Plaza	Fire Protection, Inc.	Fire Alarm Service Call - Post Office - 2022	681.07
Convention Plaza	Fire Protection, Inc.	Fire Extinguisher Inspection - Chuck E Cheese - 2022	2,454.44
Convention Plaza	Fire Protection, Inc.	Sprinkler Inspection - Tropical Tan - 2022	3,266.25
Convention Plaza	Fire Protection, Inc.	Extinguisher/Sprinkler Inspection - Post Office - 2022	2,574.28
Convention Plaza	Fire Protection, Inc.	Fire Sprinkler Repairs - Post Office	2,619.84
Convention Plaza	Fire Protection, Inc.	Fire Alarm Quarterly Fee - Chuck E Cheese - Q3 2022	581.09
Convention Plaza	Jani-King of Western Washington	Janitorial Services - Jul 2022	254.00
Convention Plaza	Jani-King of Western Washington	Janitorial Services - Aug 2022 (CEC)	254.00
Convention Plaza	JLL	JLL Retainer 2021-2022	10,500.00
Convention Plaza	KWB Property Maintenance	Janitorial Services - Day Porter	4,424.00
Convention Plaza	KWB Property Maintenance	Janitorial Services - Install Restroom Fan Motor	253.41
Convention Plaza	KWB Property Maintenance	Janitorial Services - Additional Day Porter Services	718.92
Convention Plaza	KWB Property Maintenance	Janitorial Services - Trash Liners	314.95
Convention Plaza	Monarch Landscaping Holdings, LLC	Landscaping Expense - Jul 2022	2,401.78
Convention Plaza	Monarch Landscaping Holdings, LLC	Landscaping Expense - Aug 2022	2,401.78
Convention Plaza	Pacific Air Control, Inc.	HVAC Repairs- Kona Kitchen	2,539.38
Convention Plaza	Pacific Air Control, Inc.	HVAC Repairs - Slater Insurance	656.96
Convention Plaza	Pacific Air Control, Inc.	HVAC Inspection - Bamboo	535.86
Convention Plaza	Puget Sound Energy	Natural Gas 9177 - GS Labs 142B - Jun 22	35.87
Convention Plaza	Puget Sound Energy	Natural Gas 0789 - GLS Labs 142A - Jun 22	152.89
Convention Plaza	Puget Sound Energy	Natural Gas 4931 - Chuck E Cheese Upstairs - Jun 22	106.82
Convention Plaza	Puget Sound Energy	Natural Gas 9177 - GS Labs 142B - Jul 22	35.87
Convention Plaza	Puget Sound Energy	Natural Gas 0789 - GLS Labs 142A - Jul 22	1.16
Convention Plaza	Puget Sound Energy	Natural Gas 4931 - Chuck E Cheese Upstairs - Jul 22	50.62
Convention Plaza	Purcell Legal & Mediation Services, PLL	Real Estate Issues	705.00
Convention Plaza	Roto Rooter	Sewer Line Jetting	2,393.94
Convention Plaza	Snohomish County PUD No 1	Kona Kitchen Area Lighting	18.11
Convention Plaza	Snohomish County PUD No 1	Parking Lot 3819 Area Lighting	18.11
Convention Plaza	Snohomish County PUD No 1	Electricity Services - Parking Lot Lighting - Mar 2022	208.17
Convention Plaza	Snohomish County PUD No 1	Electricity Services - Chuck E Cheese Sign on 37th - Mar 2022	56.59
Convention Plaza	Snohomish County PUD No 1	Electricity Services - Large Sign on 36th - Mar 2022	163.06
Convention Plaza	Snohomish County PUD No 1	Electricity Services - Large Sign on 36th - Jun 2022	172.48
Convention Plaza	Snohomish County PUD No 1	Electricity Services - Warehouse Lighting - Jun 2022	471.47
Convention Plaza	Snohomish County PUD No 1	Electricity Services - Chuck E Cheese Sign on 37th - Jul 2022	57.22
Convention Plaza	Snohomish County PUD No 1	Electricity Services - Parking Lot Lighting - Jul 2022	369.83
Convention Plaza	Snohomish County PUD No 1	Electricity Services - Chuck E Cheese Office HVAC - Jul 2022	256.48
Convention Plaza	Snohomish County PUD No 1	Electricity Services - Silver Platter / USPS - Jul 2022	45.35
Convention Plaza	Snohomish County PUD No 1	Electricity Services - Chuck E Cheese - Jul 2022	89.52
Convention Plaza	Snohomish County PUD No 1	Electricity Services - Chuck E Cheese 2nd Floor - Jul 2022	442.63
Convention Plaza	Snohomish County PUD No 1	Electricity Services - CEC - Jul 2022	73.55
Convention Plaza	Snohomish County PUD No 1	Electricity Services - Large Sign on 36th - Jul 2022	185.05
Convention Plaza	Snohomish County PUD No 1	Electricity Services - Ste 118 - Jul 2022	142.07
Convention Plaza	Snohomish County PUD No 1	Electricity Services - Second Floor Lighting - Jul 2022	556.61
Convention Plaza	Snohomish County PUD No 1	Electricity Services - Ste 124 - Jul 2022	27.38
Convention Plaza	Snohomish County PUD No 1	Electricity Services - Warehouse Lighting - Jul 2022	456.27
Convention Plaza	Snohomish County PUD No 1	Electricity Services - Chuck E Cheese Sign on 37th - Aug 2022	46.74
Convention Plaza	Snohomish County PUD No 1	Electricity Services - Chuck E Cheese - Aug 2022	76.09
Convention Plaza	Snohomish County PUD No 1	Electricity Services - Chuck E Cheese Office HVAC - Aug 2022	257.69
Convention Plaza	Snohomish County PUD No 1	Electricity Services - Silver Platter / USPS - Aug 2022	48.11
Convention Plaza	Snohomish County PUD No 1	Electricity Services - Second Floor Lighting - Aug 2022	743.96
Convention Plaza	Snohomish County PUD No 1	Electricity Services - Chuck E Cheese 2nd Floor - Aug 2022	546.41
Convention Plaza	Snohomish County PUD No 1	Electricity Services - CEC - Aug 2022	60.98
Convention Plaza	Snohomish County PUD No 1	Electricity Services - Parking Lot Lighting - Aug 2022	322.28
Convention Plaza	Snohomish County PUD No 1	Electricity Services - Large Sign on 36th - Aug 2022	134.87
Convention Plaza	Snohomish County PUD No 1	Electricity Services - Ste 118 - Aug 2022	61.66
Convention Plaza	Snohomish County PUD No 1	Electricity Services - Ste 124 - Aug 2022	23.22
Convention Plaza	Snohomish County PUD No 1	Electricity Services - Warehouse Lighting - Aug 2022	441.60

Convention Plaza	The Jones Agency, Inc.	Insurance Tracking	69.30
Convention Plaza	Transblue	Lot Sweep - Convention Plaza - Jun 2022	476.28
Convention Plaza	Transblue	Lot Sweep - Convention Plaza - Jul 2022	476.28
Convention Plaza	Transblue	Lot Sweep - Convention Plaza - 2022 Catch up Billing	735.70
Convention Plaza	Transblue	Lot Sweep - Convention Plaza - Aug 2022	721.94
Convention Plaza	Valley Electric Inc.	Light Ballast Replacement	372.80
Convention Plaza	Waste Management	Garbage Services - GS Labs - Jun 2022	434.96
Convention Plaza	Waste Management	Garbage Services - USPS Bldg - Jun 2022	2,746.68
Convention Plaza	Waste Management	Garbage Services - CEC Bldg - Jun 2022	1,410.80
Convention Plaza	Waste Management	Garbage Services - Kona Kitchen - Jun 2022	3,070.82
Convention Plaza	Waste Management	Garbage Services - Kona Kitchen - Jul 2022	3,433.99
Convention Plaza	Waste Management	Garbage Services - CEC Bldg - Jul 2022	1,398.77
Convention Plaza	Waste Management	Garbage Services - GS Labs - Jul 2022	433.13
Convention Plaza	Waste Management	Garbage Services - USPS Bldg - Jul 2022	2,815.91
Convention Plaza	Ziply Fiber	Elevator Phone Services - Jun 2022	110.41
Convention Plaza	Ziply Fiber	Elevator Phone Services - Jul 2022	64.56
Convention Plaza Total			74,640.63
Lynnwood PFD	Ace Internet Services	IT Services	1,989.93
Lynnwood PFD	Bridgepoint Consulting	NetSuite Consulting Project ID 4065	2,475.00
Lynnwood PFD	Canon Financial Services, Inc.	Color Copier Installation	387.10
Lynnwood PFD	Electronic Business Machines, Inc.	Contract Overages - Copier	35.93
Lynnwood PFD	Guardian Security Systems, Inc.	Alarm Monitoring	94.90
Lynnwood PFD	Hendricks-Bennett, PLLC	General Counsel	3,874.00
Lynnwood PFD	Jani-King of Western Washington	Janitorial Services - Jul 2022	189.00
Lynnwood PFD	Jani-King of Western Washington	Janitorial Services - Aug 2022 (PFD)	189.00
Lynnwood PFD	Jani-King of Western Washington	Janitorial Services - Replace Light Bulbs	22.02
Lynnwood PFD	Oracle America Inc.	NetSuite	4,433.39
Lynnwood PFD	Puget Sound Energy	Natural Gas 5636 - PFD 136 - Jun 22	90.80
Lynnwood PFD	Puget Sound Energy	Natural Gas 5636 - PFD 136 - Jul 22	43.82
Lynnwood PFD	Snohomish County Treasurer	2021 Real Estate Taxes	9,308.05
Lynnwood PFD	Snohomish County Treasurer	2022 Real Estate Taxes 1 of 2	3,881.70
Lynnwood PFD	Tara Dunford, CPA	Accounting and Finance Services	82.50
Lynnwood PFD	US Bank	US Bank CC Charges	5,253.62
Lynnwood PFD	WA ST Auditor's Office	Audit Fees FY 2021	20,201.40
Lynnwood PFD	WA ST Dept of Ecology	2021 Hazardous Waste Generation Fee	60.00
Lynnwood PFD Total			52,612.16
Convention Center	Interface Technologies Northwest	Computer Equipment Purchases	50,403.34
Convention Center	Ungerboeck Systems International, LLC	Ungerboeck System Implementation	62,875.00
Convention Center Total			113,278.34
Master Planning	JLL	JLL Retainer 2021-2022	99,500.00
Master Planning Total			99,500.00
Grand Total			340,031.13
Net Payroll			39,630.10

Payment Reference

Account (All)
 Type Bill Payment
 Base Status Undefined

Document Number	Name	Sum of Amount
070522EK	Snohomish County Treasurer	(13,189.75)
11249	Bridgepoint Consulting	(675.00)
11250	Hendricks-Bennett, PLLC	(3,874.00)
11251	JLL	(55,000.00)
11252	Tara Dunford, CPA	(82.50)
11253	WA ST Auditor's Office	(9,346.05)
11254	City of Lynnwood - Utilities	(6,544.46)
11255	Fire Protection, Inc.	(9,557.13)
11256	Jani-King of Western Washington	(443.00)
11257	KWB Property Maintenance	(3,184.33)
11258	Pacific Air Control, Inc.	(656.96)
11259	Puget Sound Energy	(386.38)
11260	Snohomish County PUD No 1	(1,071.77)
11261	Sprague Pest Solutions	(124.43)
11262	The Jones Agency, Inc.	(69.30)
11263	Transblue	(952.56)
11264	Waste Management	(7,663.26)
11265	Watson Security	(791.54)
11266	Ziply Fiber	(110.41)
11267	Bridgepoint Consulting	(1,012.50)
11268	Guardian Security Systems, Inc.	(94.90)
11270	WA ST Auditor's Office	(7,778.70)
11271	WA ST Dept of Ecology	(60.00)
11272	City of Lynnwood - Utilities	(920.13)
11273	Fire Protection, Inc.	(2,619.84)
11274	KWB Property Maintenance	(2,526.95)
11275	Monarch Landscaping Holdings, LLC	(4,803.56)
11276	Pacific Air Control, Inc.	(2,539.38)
11277	Purcell Legal & Mediation Services, PLL	(705.00)
11278	Roto Rooter	(2,393.94)
11279	Snohomish County PUD No 1	(2,264.69)
11280	Transblue	(735.70)
11281	Waste Management	(8,081.80)
11282	Ziply Fiber	(64.56)
11283	Interface Technologies Northwest	(50,403.34)
11284	Ace Internet Services	(1,989.93)
11285	Bridgepoint Consulting	(787.50)
11286	Canon Financial Services, Inc.	(387.10)
11287	Electronic Business Machines, Inc.	(35.93)
11288	JLL	(55,000.00)
11289	Oracle America Inc.	(4,433.39)
11290	US Bank	(1,321.82)
11291	Ungerboeck Systems International, LLC	(62,875.00)
11292	WA ST Auditor's Office	(3,076.65)
11293	Jani-King of Western Washington	(465.02)
11294	Pacific Air Control, Inc.	(535.86)
11295	Puget Sound Energy	(131.47)
11296	Snohomish County PUD No 1	(3,237.10)
11297	Transblue	(721.94)
11298	Valley Electric Inc.	(372.80)
AUTOPAY 44855945555408	US Bank	(3,931.80)
Grand Total		(340,031.13)

Convention Plaza Repairs and Maintenance Report

Account Class Name Pay Month	(Multiple Items) Convention Plaza (Multiple Items)	
Name	Document Number	Description
Fire Protection, Inc.	70416	Fire Alarm Service Call - Post Office - 2022
Fire Protection, Inc.	71223	Fire Extinguisher Inspection - Chuck E Cheese - 2022
Fire Protection, Inc.	71225	Sprinkler Inspection - Tropical Tan - 2022
Fire Protection, Inc.	71221	Extinguisher/Sprinkler Inspection - Post Office - 2022
Fire Protection, Inc.	72383	Fire Sprinkler Repairs - Post Office
Fire Protection, Inc.	71875	Fire Alarm Quarterly Fee - Chuck E Cheese - Q3 2022
KWB Property Maintenance	JLL-LCC 063022.4	Janitorial Services - Install Restroom Fan Motor
KWB Property Maintenance	JLL-LCC 063022.3	Janitorial Services - Additional Day Porter Services
KWB Property Maintenance	JLL-LCC 063022.5	Janitorial Services - Additional Day Porter Services
KWB Property Maintenance	JLL-LCC 073122.1	Janitorial Services - Additional Day Porter Services
KWB Property Maintenance	JLL-LCC 073122.2	Janitorial Services - Additional Day Porter Services
Monarch Landscaping Holdings, LLC	CD50221060	Landscaping Expense - Jul 2022
Monarch Landscaping Holdings, LLC	CD50228628	Landscaping Expense - Aug 2022
Pacific Air Control, Inc.	49168	HVAC Repairs - Slaten Insurance
Pacific Air Control, Inc.	49549	HVAC Repairs - Kona Kitchen
Pacific Air Control, Inc.	49902	HVAC Inspection - Bamboo
Rolo Rooler	217-24194235	Sewer Line Jetting
Sprague Pest Solutions	4839798	Pest Control - Ants
Transblue	7080532	Lot Sweep - Convention Plaza - Jun 2022
Transblue	7080708	Lot Sweep - Convention Plaza - Jul 2022
Transblue	7080800	Lot Sweep - Convention Plaza - 2022 Catch up Billing
Transblue	7080997	Lot Sweep - Convention Plaza - Aug 2022
Valley Electric Inc.	30001684	Light Ballast Replacement
Watson Security	25121SODO	Maintenance - Rekey Bamboo
Grand Total		27,777.97

CP R&M Trend

Account Class Name	(Multiple Items) Convention Plaza	
Sum of Amount	Jan-22	Feb-22
	17,299.83	8,728.48
Sum of Amount	Mar-22	Apr-22
	46,745.64	10,284.31
Sum of Amount	May-22	Jun-22
	7,399.89	4,114.98
Sum of Amount	Jul-22	Aug-22
	26,147.37	1,630.60
Grand Total	Jan-22	Aug-22
	122,351.10	122,351.10

