

**LYNNWOOD PUBLIC FACILITIES DISTRICT  
BOARD MEETING MINUTES  
April 6, 2021**

**A. CALL TO ORDER**

The meeting of the Lynnwood Public Facilities District was called to order at 6:00 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.

**Board Members Present**

Rosario Reyes, Chair  
Taylor Nordby, Vice-Chair (joined 6:15 p.m.)  
Loren Simmonds, Secretary  
Wally Webster II  
Shawn Walker  
Michelle Meyer, Treasurer (ex-officio)

**Others**

Janet Pope, PFD Executive Director  
Kim Koronko, PFD Finance Analyst  
Matt Hendricks, PFD Attorney  
Tracey Morrison, LCC Finance Director  
Councilmember Ian Cotton, City of Lynnwood  
David Kleitsch, City of Lynnwood  
Tracy Thornton, Dir. of Sales and Events

---

**B. APPROVAL OF AGENDA**

Board Member Walker moved, seconded by Board Member Webster, to approve the agenda as presented. Motion passed, unanimously. (Board VC Nordby was not present for the vote.)

**C. ANNOUNCEMENTS & COMMUNICATIONS**

**1. Introduction of New City of Lynnwood Finance Director Michelle Meyer, Other Staffing Changes**

ED Pope relayed Consultant Karen Porterfield was unable to attend for Item I. She introduced City of Lynnwood Finance Director Michelle Meyer and FD Meyer described her background.

ED Pope announced FA Koronko has resigned effective at the end of the month. Tara Dunford will prepare the financial statements for the audit. Bridgepoint Consulting will take over implementation of the new financial software, NetSuite, which will go live May 1<sup>st</sup>. Solomon Consulting will also assist during transition. LCC Finance Director Tracy Morrison has also resigned effective June 1<sup>st</sup> and is in the process of training her replacement.

**D. APPROVAL OF CONSENT AGENDA**

FA Koronko and ED Pope reviewed the Accounts Payable and Payroll Report.

Board Member Simmonds moved, seconded by Board Member Walker, to approve the Accounts Payable and Payroll Report in the amount of \$300,374.74. Motion passed, unanimously. (Board VC Nordby was not present for the vote.)

**E. BUSINESS ITEMS**

**1. Cash In/Out Report**

**LYNNWOOD PUBLIC FACILITIES DISTRICT  
BOARD MEETING MINUTES  
April 6, 2021**

FA Koronko reviewed the 2021 Cash In & Out January-March, total monthly average and daily average. LCC and PFD Plaza, Lynnwood PFD – cash in, cash out, and differences.

Discussion followed regarding a request that cash in be revenue only and not transfers (subsidy) from the PFD to LCC. The board agreed with FD's Meyer suggestion to add a line for transfers in and out .

**2. Convention Center Report**

FD Morrison reported the first banquet after reopening was held by RE/MAX. DSE Thornton provided details about the RE/MAX event and a fundraising auction, and described the Phase 3 guidelines that allow events up to 50% occupancy or 400 people, whichever is less. FD Morrison reported a church is meeting in the center due to damage to their building, LCC contracted with a new IT company after completing a bid process, a promotional video was released via social media and to industry partners, and work continues on available grants.

FD Morrison reviewed the 2021 re-forecast, highlighting gross income and reductions in payroll due to furloughed staff. She also reviewed the 2021 Monthly Net Income Forecast. Questions and discussion followed regarding how well people follow reopening guidelines, rumors about Snohomish County getting pushed back to Phase 2, and summer and fall events.

**3. Executive Director Job Description**

ED Pope reviewed the job description, explaining it was a compilation of her past consulting assignments and the job announcement. Discussion followed regarding the volume of duties and responsibilities in the description, prioritization that will occur via a strategic business plan, identifying key metrics to track progress, developing KPIs in June for evaluation in the fall, and developing an evaluation timeline.

Board Member Webster moved, seconded by Board VC Nordby, to approve the Executive Director Job Description as emailed. Motion passed, unanimously.

**F. EXECUTIVE DIRECTOR REPORT**

ED Pope reported on the contaminated soils testing and evaluation that is paid for by the Brownsfield grant, a new tenant interested in an office suite above Chuck E. Cheese and anticipated maintenance issues in that space (board agreed with offering them a smaller space in the building), RFP for a property management firm, RFP for enhanced marketing of the convention center, plans to hire an office admin person full-time this year and part-time next year, and public records requests.

Discussion followed regarding whether a new HVAC unit could be relocated, HVAC site maps, including in the office space lease that they are responsible for triple net costs, concern leasing the office space will result in additional maintenance costs, pay structure for the property management firm, and next steps for an older public records request.

The board requested a budget reflecting the new positions and consultants and a description of what they will accomplish.

**G. MASTER PLANNING COMMITTEE REPORT**

Board VC Nordby reported the committee met 1-2 weeks ago to discuss next steps, meeting date/time, and establishing a core group for meetings and inviting people to attend as appropriate for their subject matter expertise. Meeting will be held every other Wednesday beginning

**LYNNWOOD PUBLIC FACILITIES DISTRICT  
BOARD MEETING MINUTES  
April 6, 2021**

April 14. The core group has not yet been finalized but likely will include Karl Almgren, Lynnwood City Center Program Manager, and PFD Attorney Hendricks.

**H. UPDATES ON CITY PLANNING**

Director Kleitsch reported Lynnwood is excited about the master plan. He relayed that Karl Almgren is involved with all the projects in the city center as well as with Sound Transit projects in the area. ST2 is on schedule; heavy structural work is underway such as the parking garage. Initial planning is beginning for ST3 (Lynnwood to Everett) which is scheduled to open in 2034. Most of the utility work on 196<sup>th</sup> is occurring at night and will reach the LCC property soon. ED Pope advised the easement for 196<sup>th</sup> construction on the convention center property is expected to begin in August.

**I. COMMENTS FROM COUNCILMEMBER COTTON**

Director Kleitsch relayed Councilmember Cotton is resigning to move to Arizona to spend time with family.

**J. BOARD TRAINING**

Consultant Karen Porterfield was unable to attend.

**K. EXECUTIVE SESSION TO REVIEW NEGOTIATIONS ON A PUBLICLY BID CONTRACT**

The Board went into Executive Session at 7:27 p.m. for 15 minutes as authorized by RCW42.30.110(1)(d) to review negotiations on a publicly bid contract. The executive session was extended for 5 minutes at 7:42, 7:47, 7:52, and 7:57. The executive session was adjourned at 8:02 p.m. and the regular meeting was reconvened at 8:02 p.m.

**L. CONVENTION CENTER INCENTIVE FEE**

Board Member Webster moved, seconded by Board Member Simmonds, to approve the Convention Center Incentive Fee for 2020 for contracted operators ASM Global in the amount of \$29,160. Motion passed, unanimously.

**ADJOURN**

Meeting adjourned at 8:07 p.m.

---

Rosario Reyes, Chair Board Member