

**LYNNWOOD PUBLIC FACILITIES DISTRICT  
BOARD MEETING MINUTES  
December 14, 2021**

**A. CALL TO ORDER/DETERMINATION OF QUORUM**

The meeting of the Lynnwood Public Facilities District was called to order at 3:03 p.m. by Board Chair Rosario Reyes. The meeting was held 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, Secretary  
Michelle Meyer, Treasurer (ex-officio)  
Wally Webster II  
Mike Miller

**Staff/Others Present**

Janet Pope, PFD Executive Director  
Josh Cain, Finance Analyst  
Nancy Lambert, Business Administrator  
Matt Hendricks, Lynnwood PFD Attorney  
Dan Fenton, JLL  
David Kleitsch, City of Lynnwood  
Bethanie DeRose, JLL  
Ben Wolters, City of Lynnwood  
Karl Almgren, City of Lynnwood

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**B. APPROVAL OF AGENDA**

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

**C. APPROVAL OF MINUTES**

Board Member Webster moved, seconded by Board Member Miller, to approve the minutes of November 2, 2021. There were no changes or observations. Motion passed, unanimously.

**D. APPROVAL OF CONSENT AGENDA**

ED Pope relayed that there had been discussion between meetings that the Board move to daytime meetings to be more accommodating. There were no objections to changing the meeting hours. Member Webster asked about Karen Porterfield listed in the Accounts Payable report. ED Pope explained that Ms. Porterfield was hired September 2020, initially as an on-going hourly consultant since there were many projects needing her expertise and assistance at the time. Initially she worked on board development but she has worked on several projects including help with the Department of Ecology grants, policy development and master planning to assist in moving these projects forward to meet deadlines and in a timely manner. Member Webster asked that this resource be listed as a Board agenda item in order to review the objectives and outcome.

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Member Webster requested that the Convention Center cash in and out report exclude the transfer payment from the PFD to just show new revenue and expenses. It was also suggested that in the future the Accounts Payable and Cash Flow reports be separate from the Consent Agenda.

**E. Motion to Approve Accounts Payable Report**

Board member Miller moved, seconded by Board Member Webster to approve the Accounts Payable Motion passed, unanimously.

**F. Approval of January 2022 Interim Budget**

Due to the extended period of time to finalize the Convention Center operating contract, the budget is not completed (the PFD and Plaza budgets are complete), Attorney Hendricks had suggested that the PFD needed spending authority for the month of January if 2022 budget is delayed into the new year. A draft January only spending budget was submitted. The January LCC budget was forecasted based on January of 2021. A full budget will be submitted for approval once the new operators are in place

Board member Webster moved, seconded by Board Member Miller to approve the January 2022 interim budget. Motion passed, unanimously.

**G. Master Planning Committee Report**

ED Pope started by explaining that two market surveys had been completed. The first was for what might be planned for the Plaza and the second was for determining if the Convention Center should be expanded or not. Dan Fenton and Bethanie DeRose of JLL presented the findings to the Board on the plan to expand. Expansion research showed Lynnwood on the path of growth which give the opportunity to grow with the community. Looking at increasing the uses and mix of events bring the opportunity to increase capacity. There are opportunities to improve the bottom line and encourage new cooperate partnerships. Viewing the regional meeting space shows that if the Convention Center were expanded it could accommodate different users like entertainment, corporate, and sporting event users.

There was discussion about how the survey fits into the Master Plan, funding, and next steps. ED Pope advised that next steps included beginning the actual project management phase with the JLL real estate development team.

JLL staff then touched on the Lynnwood demographic breakdown and compared the Convention Center with others in the region. Their research demonstrated that if you add capacity there are not just more events, but a better mix of events could be added to better support the PFD mission of economic development. When comparing other stand-alone venues in the region, Lynnwood Convention center has one of the smallest footprints and lowest revenue per event. Research shows the demand is there. Board members thanked the committee and presenters for the update.

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**H. COMMENTS FROM CM SMITH**

No comments at this time.

**I. Comments from Director Kleitsch**

Director Kleitsch shared that things are moving forward rapidly in local real estate development projects, including two new proposals for mixed use developments. Sound Transit is moving into their planning stage.

**J. EXECUTIVE SESSION**

The Board went into Executive Session at 4:05 p.m. for 25 minutes as authorized by RCW 42.30.110(1)(d) to review negotiations on a publicly bid contract. The executive session was extended as follows:

- Extended at 4:30p.m. for 20 minutes to 4:50 p.m.
- Extended at 4:50p.m. for 10 minutes to 5:00

The executive session was adjourned at 5:00 p.m.

Board Member Webster moved, seconded by Board Member Miller, to authorize ED Pope to execute the management agreement between Lynwood Public Facilities District and Oakview Facility LLC according to the business terms discussed in executive session.

Board Member Webster motioned, seconded by Board Member Miller, to authorize ED Pope to execute a one-month extension of the ASM contract. Unanimously approved.

**ADJOURNMENT**

Meeting adjourned at 5:00 p.m.



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Rosario Reyes, Chair Board Member

3-8-27

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Date



## Payments to be signed by Janet Pope Executive Director


### Bills Paid in Sep/Oct

Pay Month	Nov		
Type	Bill		
Class: Name	Name	Description	Sum of Amount
Convention Plaza	UMC	Backflow Testing	1,105.01
Convention Plaza	Fire Protection, Inc.	Fire Alarm Service Call - Post Office - 2021	676.23
Convention Plaza	Pacific Air Control, Inc.	HVAC Maintenance Silver Platter / Post Office	3,934.91
Convention Plaza	Pacific Air Control, Inc.	HVAC Maintenance - Slater Ste 205 & 214	2,289.56
Convention Plaza	TK Elevator	Elevator Maintenance Chuck E Cheese 11/1/21 - 1/31/22	666.40
Convention Plaza	City of Lynnwood - Utilities	Water Sewer - Chuck E Cheese - July 2021	530.28
Convention Plaza	Jani-King of Western Washington	Janitorial Services - November 2021	242.00
Convention Plaza	Lynnwood Convention Center	Parking Lot Labor and Trash Can Liners	1,002.28
Convention Plaza	Monarch Landscaping Holdings, LLC	Landscaping Expense - November 2021	1,370.42
Convention Plaza	PQT Construction	CEC Water Leak/Damage	1,766.54
Convention Plaza	Puget Sound Energy	Natural Gas - GS Labs 142B - Oct 21	35.87
Convention Plaza	Puget Sound Energy	Natural Gas - Chuck E Cheese Upstairs - Oct 21	153.13
Convention Plaza	Puget Sound Energy	Natural Gas - GLS Labs 142A - Oct 21	852.13
Convention Plaza	Snohomish County PUD No 1	Electricity Services - Parking Lot 3819 Area Lighting	8.30
Convention Plaza	Snohomish County PUD No 1	Kona Kitchen Area Lighting	8.30
Convention Plaza	Snohomish County PUD No 1	Electricity Services - Warehouse Lighting - Oct 2021	487.43
Convention Plaza	Snohomish County PUD No 1	Electricity Services - Silver Platter / USPS - Nov 2021	28.09
Convention Plaza	Snohomish County PUD No 1	Electricity Services - Chuck E Cheese - Nov 2021	72.61
Convention Plaza	Snohomish County PUD No 1	Electricity Services - Chuck E Cheese 2nd Floor - Nov 2021	518.62
Convention Plaza	Snohomish County PUD No 1	Electricity Services - Chuck E Cheese Office HVAC - Nov 2021	337.86
Convention Plaza	Snohomish County PUD No 1	Electricity Services - Parking Lot Lighting - Nov 2021	357.51
Convention Plaza	Snohomish County PUD No 1	Electricity Services - Second Floor Lighting - Nov 2021	764.74
Convention Plaza	Snohomish County PUD No 1	Electricity Services - Large Sign on 36th - Nov 2021	38.48
Convention Plaza	Snohomish County PUD No 1	Electricity Services - Chuck E Cheese Sign on 37th - Nov 2021	70.68
Convention Plaza	Transblue	Lot Sweep - Convention Plaza - Nov 2021	285.77
Convention Plaza	Waste Management	Garbage Services - Kona Kitchen - Oct 2021	2,631.27
Convention Plaza	Waste Management	Garbage Services - CEC Bldg - Oct 2021	1,355.46
Convention Plaza	Waste Management	Garbage Services - USPS Bldg - Oct 2021	2,259.88
Convention Plaza	Waste Management	Garbage Services - GS Labs - Oct 2021	412.57
Convention Plaza	ZiPLY Fiber	Elevator Phone Services - Oct 2021	68.45
<b>Convention Plaza Total</b>			<b>24,330.78</b>
Lynnwood PFD	ProEquities, Inc.	TVI Investment Management	870.00
Lynnwood PFD	Karen Porterfield	Financial and Sponsorship Policies Review	4,550.00
Lynnwood PFD	LMN Architects	Renovation Studies Project 19003-01	265.00
Lynnwood PFD	Hendricks-Bennett, PLLC	General Counsel	9,230.00
Lynnwood PFD	Oracle America Inc.	NetSuite	4,429.71
Lynnwood PFD	Canon Financial Services, Inc.	Color Copier Fee November 2021	135.99
Lynnwood PFD	Geoengineers, Inc.	Project 017787-001-04 Service Dates 4/17/21 - 9/17/21	1,589.75
Lynnwood PFD	Geoengineers, Inc.	Indoor Air Sampling Service Date 8/28/21 - 9/17/21	615.25
Lynnwood PFD	Geoengineers, Inc.	Indoor Air Sampling Service Date 9/18/21 - 10/15/21	1,151.89
Lynnwood PFD	Health Care Authority	Health Insurance November 2021	3,259.45
Lynnwood PFD	Jani-King of Western Washington	Janitorial Services - Supplies 2021	161.50
Lynnwood PFD	Jani-King of Western Washington	Janitorial Services - November 2021	180.00
Lynnwood PFD	Joyce Ziker Partners	Legal Services - Dry Cleaner Release	525.00
Lynnwood PFD	Joyce Ziker Partners	Legal Services - LCC Arco BP Cleanup	187.50
Lynnwood PFD	Puget Sound Energy	Natural Gas - PFD 136 - Oct 21	119.16
Lynnwood PFD	JLL	JLL Retainer 2021-2022	15,000.00
<b>Lynnwood PFD Total</b>			<b>42,270.20</b>
Convention Center	Monarch Landscaping Holdings, LLC	Landscaping Expense - November 2021	913.62
Convention Center	Transblue	Lot Sweep - Convention Center - Nov 2021	190.51
<b>Convention Center Total</b>			<b>1,104.13</b>
<b>Grand Total</b>			<b>67,705.11</b>

Net Payroll

19,451.22

  
 Board Chair Rosario Reyes 11-2-2021  
Date

  
 Secretary - Shawn Walker 11/2/21  
Date

