

**LYNNWOOD PUBLIC FACILITIES DISTRICT
BOARD MEETING MINUTES
June 1, 2021**

A. CALL TO ORDER

The meeting of the Lynnwood Public Facilities District was called to order at 6:02 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
Wally Webster II
Shawn Walker
Michelle Meyer, Treasurer (ex-officio)

Others

Janet Pope, PFD Executive Director
Josh Cain, Interim Finance Analyst
Joe Bennett, PFD Attorney
Sara Blayne, LCC General Manager
Tracey Morrison, LCC Finance Director
David Kleitsch, City of Lynnwood
Consultant Karen Porterfield

B. APPROVAL OF AGENDA

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

C. APPROVAL OF MINUTES

Board Member Walker requested minutes of the previous meeting be available for approval at the next meeting.

Board VC Nordby moved, seconded by Board Member Walker, to approve minutes from May 4, 2021, May 17, 2021 and May 21, 2021. Motion passed, unanimously.

D. ANNOUNCEMENTS & COMMUNICATIONS - None

E. APPROVAL OF CONSENT AGENDA

IFA Cain reviewed the AP report, explaining the information is the same with the payments divided into classes (Convention Plaza, Lynnwood PFD, Convention Center) but created by downloading information from NetSuite. ED Pope advised creating this report via NetSuite is a substantial time savings versus the previous process of hand entering the information. Discussion followed reoccurring expenses versus new expenses, and how payments charged to the Convention Center or Convention Plaza and debt service payments are reflected in the report.

Board VC Nordby moved, seconded by Board Member Webster, to approve the Accounts Payable Report in the amount of \$197,445.99. Motion passed, unanimously.

IFA Cain reviewed the Convention Plaza Repairs and Maintenance Report, highlighting April payments. He responded to a question regarding when expenses will be recognized on this report.

F. BUSINESS ITEMS

1. Cash Report

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IFC Cain reviewed the report, explaining it looks slightly different but it contains the same information. Board members supported the format as presented. Discussion included revenue generated by the Convention Center in March and April.

2. Convention Center Report

GM Blayne highlighted the Jan – Dec 2021 booking pace (2021 budget, 2021 contracted and 2019 contracted), and cost savings reflected in the year-end forecast (2021 budget compared to 2021 forecast). She reviewed COVID guidelines for event venues updated on May 19th, anticipated announcement regarding June 30th reopening, her service on the board of the Snohomish County Lodging Association, new ASM Global programs expected in 2021 and 2022, and finalization of a post pandemic strategic plan for reactivation of the venue. She reviewed results of the social media reopening campaign, and marketing efforts to capture new markets. FD Morrison reported on revenue generated by the Convention Center over the last two weeks.

3. Approve the Master Services Agreement for RFP for Property Management and Consulting Services

ED Pope explained at the last meeting she was approved to negotiate the contract up to \$180,000. She and Attorney Hendricks reviewed the Master Services Agreement and submitted comments to JLL. She highlighted the 180 day termination clause, ability for either party to make changes to the contract at any time with mutual agreement, indemnity and hold harmless clause, document retention, and the requirement for JLL to follow regulations related to hiring as well as PFD statutes. This is a multidisciplinary contract; the bulk of it is related to master planning, but also includes property management and the Convention Center RFP.

Discussion followed regarding a suggestion to reevaluate the services JLL is providing every three months, allowing ED Pope the authority to present opportunities for board review, emphasis in the contract on property management and less on master planning, support for the MSA, the MSA as an umbrella contract, contracts with multiple vendors over the last year, the need to agree on a vision to guide the master planning process, JLL assisting with the Convention Center RFP process, and getting questions answered before establishing a vision.

Discussion continued regarding concern with the lack of emphasis on master planning in the contract; establishing timeframes for the master planning process; the PFD's function related to economic development; concern the contract does not detail deliverables or a timeline; ability to revise the scope of work to include milestones, benchmarks or time allocations; obtaining deliverables and timelines and approving the MSA at a special meeting or at the July meeting; separating the Convention Center RFP from the MSA while the MSA details are worked out; timing of the RFP; discomfort with approving the MSA pending the ED and counsel creating KPIs; and the board's involvement in developing KPIs.

Board VC Nordby moved, seconded by Board Member Walker, to approve the Master Services Agreement pending staff and the Master Planning Committee drafting deliverables and a timeline to be presented to the board. Motion passed, unanimously.

4. Board Member Recruitment and Secretary Position

ED Pope relayed Board Member Simmonds resigned and Board Member Webster's term expires in October (he can request reappointment). She referenced the resolution that identifies board member qualities and the process for appointment. Discussion followed regarding the past practice of

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appointing PFD board members. ED Pope advised Board Member Walker has agreed to resume his position as secretary. She will inform the City (Director Kleitsch) in writing of Board Member Simmonds' resignation. Discussion followed regarding seeking a board member with experience in master planning.

5. Board Revolving Calendar

ED Pope reviewed the calendar, advising the calendar will be updated monthly.

G. EXECUTIVE DIRECTOR REPORT

Written report was provided in the packet.

(Board Member Webster left the meeting at 7:38 p.m.)

H. MASTER PLANNING COMMITTEE REPORT

Board VC Nordby reported the committee had an in-person meeting with LMN to review the historical relationship, past master planning, and drawings they have developed in the past. LMN endorsed the PFD working with JLL. ED Pope advised the committee also plans to meet with Freiheit Architecture. Board VC Nordby relayed an outcome of the meeting with LMN was to be thoughtful about how much historical information is provided to JLL to avoid focusing on the past.

I. UPDATES ON CITY PLANNING

Director Kleitsch reported the City Council was briefed tonight on a proposal to advance master planning for the regional growth center (between the Lynnwood Link light rail transit center and Costco) and a contract will be presented to the Council in the next month. He recommended the PFD be engaged in that master planning effort. He reported the three apartment projects under construction are beginning interior work, the project at 40th and 194th is in for review, and the City will be issuing bonds to fund construction of a community justice center. ED Pope relayed a update regarding master planning will be provided to the City Council on June 16th.

J. BOARD TRAINING - ROLES AND RESPONSIBILITIES

As all board members were not present, it was agreed to delay board training to a future meeting.

ADJOURNMENT

Meeting adjourned at 7:47 p.m.



Rosario Reyes, Chair Board Member

Payments to be signed by Janet Pope Executive Director

Bills Paid in June

Pay Month: June
Bill Type: Bill

Class: Name	Name	Description	Sum of Amount
Convention Plaza	Fire Protection, Inc.	Fire Alarm Monitoring - Chuck E Cheese	859.49
Convention Plaza	Fire Protection, Inc.	Fire Alarm Monitoring - Q2 2021	561.04
Convention Plaza	Purcell Legal & Mediation Services, PLL	Legal Services - CEC Bankruptcy	105.00
Convention Plaza	Purcell Legal & Mediation Services, PLL	Legal Services - Real State Issues	960.00
Convention Plaza	City of Lynnwood - Utilities	Water Sewer - Parking Lot 3819 - Jan 2021	426.18
Convention Plaza	City of Lynnwood - Utilities	Water Sewer - Parking Lot 3819 - Mar 2021	492.45
Convention Plaza	City of Lynnwood - Utilities	Water Sewer - Parking Lot 3819 - Oct 2020	416.64
Convention Plaza	City of Lynnwood - Utilities	Water Sewer - Parking Lot 3819 - Sep 2020	371.38
Convention Plaza	G Construction	General Repair - Light Fixture	82.88
Convention Plaza	Jan-King of Western Washington	Janitorial Services - June 2021	242.00
Convention Plaza	Jan-King of Western Washington	Janitorial Services - May 2021	242.00
Convention Plaza	Monarch Landscaping Holdings, LLC	Landscaping Expense - June 2021	1,370.42
Convention Plaza	Pacific Air Control, Inc.	HVAC Maintenance - Kona Kitchen - 7/1/21 - 9/30/21	565.48
Convention Plaza	Pacific Air Control, Inc.	HVAC Maintenance 4/1/21 - 6/30/21	1,514.90
Convention Plaza	Pacific Air Control, Inc.	HVAC Maintenance Silver Platter / Post Office	994.53
Convention Plaza	Pacific Air Control, Inc.	Light Out - Chuck E Cheese Entry Way	350.84
Convention Plaza	Pacific Air Control, Inc.	Natural Gas - Chuck E Cheese Entry Way	314.52
Convention Plaza	Pacific Air Control, Inc.	Natural Gas - Chuck E Cheese Upstairs - Jun 21	65.90
Convention Plaza	Pacific Air Control, Inc.	Natural Gas - Chuck E Cheese Upstairs - May 21	116.08
Convention Plaza	Pacific Air Control, Inc.	Natural Gas - GLS Labs 142A - Jun 21	579.87
Convention Plaza	Pacific Air Control, Inc.	Natural Gas - GLS Labs 142B - Jun 21	798.33
Convention Plaza	Pacific Air Control, Inc.	Natural Gas - GLS Labs 142B - Jun 21	70.19
Convention Plaza	Pacific Air Control, Inc.	Natural Gas - GS Labs 142B - May 21	35.87
Convention Plaza	Pacific Air Control, Inc.	Natural Gas - PFD 136 - May 21	93.62
Convention Plaza	Pacific Air Control, Inc.	Electricity Services - Parking Lot 3819 Area Lighting	16.89
Convention Plaza	Pacific Air Control, Inc.	Electricity Services - Chuck E Cheese - Jun 2021	82.02
Convention Plaza	Pacific Air Control, Inc.	Electricity Services - Chuck E Cheese 2nd Floor - Jun 2021	549.16
Convention Plaza	Pacific Air Control, Inc.	Electricity Services - Chuck E Cheese Elevator - Jun 2021	112.12
Convention Plaza	Pacific Air Control, Inc.	Electricity Services - Chuck E Cheese Office HVAC - Jun 2021	246.37
Convention Plaza	Pacific Air Control, Inc.	Electricity Services - Chuck E Cheese Sign on 37th - Jun 2021	49.15
Convention Plaza	Pacific Air Control, Inc.	Electricity Services - Large Sign on 36th - Jun 2021	59.41
Convention Plaza	Pacific Air Control, Inc.	Electricity Services - Parking Lot Lighting - Jun 2021	371.59
Convention Plaza	Pacific Air Control, Inc.	Electricity Services - Second Floor Lighting - Jun 2021	564.49
Convention Plaza	Pacific Air Control, Inc.	Electricity Services - Silver Platter / USPS - Jun 2021	32.00
Convention Plaza	Pacific Air Control, Inc.	Electricity Services - Warehouse Lighting - Jun 2021	394.67
Convention Plaza	Pacific Air Control, Inc.	Electricity Services - Warehouse Lighting - May 2021	354.67
Convention Plaza	Pacific Air Control, Inc.	Kona Kitchen Area Lighting	8.30
Convention Plaza	Pacific Air Control, Inc.	Elevator Maintenance Chuck E Cheese 5/1/21 - 7/31/21	666.40
Convention Plaza	Pacific Air Control, Inc.	Lot Sweep - Convention Plaza - June 2021	258.61
Convention Plaza	Pacific Air Control, Inc.	Garbage Services - April 2021	2,913.34
Convention Plaza	Pacific Air Control, Inc.	Garbage Services - CEC Bldg - April 2021	1,163.24
Convention Plaza	Pacific Air Control, Inc.	Garbage Services - CEC Bldg - June 2021	1,182.02
Convention Plaza	Pacific Air Control, Inc.	Garbage Services - CEC Bldg - May 2021	1,263.14
Convention Plaza	Pacific Air Control, Inc.	Garbage Services - GS Labs - June 2021	407.76
Convention Plaza	Pacific Air Control, Inc.	Garbage Services - GS Labs - May 2021	403.57
Convention Plaza	Pacific Air Control, Inc.	Garbage Services - Kona Kitchen - June 2021	2,821.74
Convention Plaza	Pacific Air Control, Inc.	Garbage Services - Kona Kitchen - May 2021	2,995.96
Convention Plaza	Pacific Air Control, Inc.	Garbage Services - USPS Bldg - April 2021	2,250.07
Convention Plaza	Pacific Air Control, Inc.	Garbage Services - USPS Bldg - June 2021	2,381.04
Convention Plaza	Pacific Air Control, Inc.	Garbage Services - USPS Bldg - May 2021	2,450.08
Convention Plaza	Pacific Air Control, Inc.	Elevator Phone Services - June 2021	69.89
Convention Plaza	Pacific Air Control, Inc.	Elevator Phone Services - June 2021	60.32
Convention Plaza Total			35,837.93
Lynnwood PFD	Henricks-Bennett, PLLC	General Counsel	6,638.00
Lynnwood PFD	Oracle America Inc.	NetSuite	4,779.71
Lynnwood PFD	Ace Internet Services	IT Services - June 2021	1,200.08
Lynnwood PFD	Allstream	IT Services - June 2021	90.31
Lynnwood PFD	Bridgepoint Consulting	NetSuite Implementation Project ID 3620	4,822.50
Lynnwood PFD	Canon Financial Services, Inc.	Color Copier Fee June 2021	110.89
Lynnwood PFD	Geengineers, Inc.	Data Gap Assessment - Labor - Field sampling, laboratory and equipment rental fees	26,446.54
Lynnwood PFD	Geengineers, Inc.	Data Gap Assessment - Labor - Work Plan Preparation, Scheduling, field sampling and utility locales	33,037.23
Lynnwood PFD	Geengineers, Inc.	Labor - Finalize work plan	5,176.75
Lynnwood PFD	Geengineers, Inc.	Labor - RI and FS preparation	24,333.00
Lynnwood PFD	Geengineers, Inc.	Project 017787-001-14 Service Date 3/13/21 - 4/16/21	390.25
Lynnwood PFD	Geengineers, Inc.	Project 017787-001-15 Jan - June	3,946.75
Lynnwood PFD	Health Care Authority	Health Insurance June 2021	853.77
Lynnwood PFD	Jan-King of Western Washington	Janitorial Services - June 2021	95.00
Lynnwood PFD	Jan-King of Western Washington	Janitorial Services - May 2021	95.00
Lynnwood PFD	Jan-King of Western Washington	Janitorial Services - Multi Fold Towels	92.40

June Payments

Account Type: 1000 - Regular Checking Account
Bill Payment

Document Number	Name	Sum of Amount
9023	Tara Dunford, CPA	(4,000.00)
9024	G Construction	(82.88)
9025	City of Lynnwood - Utilities	(918.63)
9026	Geengineers, Inc.	(3,960.00)
9027	SMG	(89,385.77)
9028	Karen Porterfield	(10,000.00)
9029	Bridgepoint Consulting	(3,125.00)
9030	Ace Internet Services	(3,840.00)
9031	Waste Management	(1,230.06)
9032	Canon Financial Services, Inc.	(2,511.37)
9033	Health Care Authority	(110.99)
9034	Snohomish County PUD No 1	(853.77)
9035	Zipley Fiber	(402.97)
9036	Oracle America Inc.	(60.32)
9037	Fire Protection, Inc.	(4,779.71)
9038	Two Degrees	(859.49)
9039	WA ST Auditor's Office	(4,400.00)
9040	Pacific Air Control, Inc.	(4,354.35)
9041	PQT Construction	(2,291.26)
9042	Puget Sound Energy	(1,043.90)
9043	City of Lynnwood - Utilities	(798.02)
9044	Slalom, LLC	(6,000.00)
9045	Geengineers, Inc.	(3,946.75)
9046	US Bank	(1,687.93)
9047	PQT Construction	(656.31)
9048	Lynnwood Chamber of Commerce	(1,500.00)
9049	Waste Management	(17,720.49)
9050	Jan-King of Western Washington	(766.40)
9051	Karen Porterfield	(2,000.00)
9052	Allstream	(90.31)
9053	Joyce Zilker Patners	(487.50)
9054	Transblue	(431.02)
9055	LMN Architects	(2,120.00)
9056	Snohomish County PUD No 1	(2,477.97)
9057	Two Degrees	(28,600.00)
9058	Bridgepoint Consulting	(982.50)
9059	Slalom, LLC	(1,800.00)
9060	Henricks-Bennett, PLLC	(6,838.00)
9061	Fire Protection, Inc.	(6,591.04)
9062	Pacific Air Control, Inc.	(3,585.63)
9063	Purcell Legal & Mediation Services, PLL	(1,065.00)
9064	Monarch Landscaping Holdings, LLC	(2,294.04)
9065	WA ST Auditor's Office	(12,441.00)
9066	Zipley Fiber	(69.89)
9067	Puget Sound Energy	(762.92)
9068	TK Elevator	(656.40)
Grand Total		(242,844.87)

Net Payroll

8,327.00

Lynnwood PFD	Joyce Ziker Partners	Legal Services - Dry Cleaner Release	487.50
Lynnwood PFD	Karen Porterfield	Board Training	5,125.00
Lynnwood PFD	LWN Architects	Renovation Studies Project 19003-01	2,120.00
Lynnwood PFD	Lynnwood Chamber of Commerce	Renewal - Silver Memberships	1,500.00
Lynnwood PFD	Pacific Air Control, Inc.	HVAC Maintenance 4/1/21 - 6/30/21	226.77
Lynnwood PFD	Pacific Air Control, Inc.	HVAC Maintenance 7/1/21 - 9/30/21	233.55
Lynnwood PFD	Pacific Air Control, Inc.	HVAC Maintenance May 2021	4,004.52
Lynnwood PFD	PQT Construction	Light Pole Outlets - Added locking covers	1,488.44
Lynnwood PFD	PQT Construction	Stop Signs Drill and Install	802.82
Lynnwood PFD	PQT Construction	Utility Sink Repair - May 2021	241.79
Lynnwood PFD	Puget Sound Energy	Natural Gas - PFD 136 - Jun 21	66.96
Lynnwood PFD	Shalom, LLC	Financial System Assessment 1/10/21 - 1/31/21	9,990.00
Lynnwood PFD	Shalom, LLC	Financial System Assessment May 2021	1,800.00
Lynnwood PFD	Tara Dunford, CPA	Audit Services - April 2021	3,600.00
Lynnwood PFD	Tara Dunford, CPA	Audit Services - May 2021	400.00
Lynnwood PFD	Two Degrees	Consultant Fees - Josh Cain	16,500.00
Lynnwood PFD	US Bank	Consultant Fees - Josh Cain Conversion	16,500.00
Lynnwood PFD	WA ST Auditor's Office	US Bank CC Charges	1,697.93
Lynnwood PFD	WA ST Auditor's Office	Audit Fees FY 2020	4,354.35
Lynnwood PFD	WA ST Auditor's Office	Audit Fees FY 2020 - May 2021	12,441.00
Lynnwood PFD Total			195,920.91
Convention Center	Monarch Landscaping Holdings, LLC	Landscaping Expense - June 2021	913.62
Convention Center	SMG	Management Fee	10,000.00
Convention Center	Transblue	Lor Sweesp - Convention Center - June 2021	172.41
Convention Center Total			11,086.03
Grand Total			242,844.87


 Board Chair - Rosario Reyes Date 6-1-21

 Secretary - Shawn Walker Date 6-1/21