

**LYNNWOOD PUBLIC FACILITIES DISTRICT
REGULAR BOARD MEETING MINUTES
November 2, 2021**

A. CALL TO ORDER/DETERMINATION OF QUORUM

The meeting of the Lynnwood Public Facilities District was called to order at 6:02 p.m. by Board Chair Rosario Reyes. The meeting was held at the Lynnwood Convention Center at 3711 196th St SW, Lynnwood, WA as well as electronically. A conference call number was published in the agenda to enable public participation. Quorum was confirmed.

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
Matt Hendricks, Lynnwood PFD Attorney
Sara Blayne, LCC General Manager
David Kleitsch, City of Lynnwood

B. APPROVAL OF AGENDA

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

C. APPROVAL OF MINUTES

Board Member Nordby moved, seconded by Board Member Walker, to approve the minutes of September 7, 2021 Board Meeting and Oct 15, 2021, Board retreat. There were no changes or observations. Motion passed, unanimously.

D. ANNOUNCEMENTS & COMMUNICATIONS

ED Pope reported there would be a special Board meeting November 15, 2021, to review the contact for the new operator of the Lynnwood Convention Center at 5:00pm. She also shared that staff member FA Cain's baby was due 8 days ago. He will be on leave shortly so offered congratulations in advance. She advised that she received an email today from Fred Wong from the City. The I Love Lynnwood sign is ready to install in two weeks, after a year of engineering delays. She suggested having it in February around Valentine's Day or sometime around the time Mayor Smith retires. Chair Rosario suggested a delayed celebration. ED Pope will speak with the City and see what timeline might work. GM Blayne suggested checking to see if there is a charge for storing until installation.

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Questions and discussion followed regarding what was being requested from the P&L and Cash In Cash Out reports. It was confirmed that Board Member Walker's request would start January 2022. Also confirmed, Board Member Webster would put in writing and discuss with Board Member Miller (and Chair Reyes if necessary) his report requests so that the year would start with all reports meeting the needs of the Board. ED Pope will give Board Member Walker a draft of the P&L for his review.

2. Budget Overview

ED Pope relayed some general assumptions: The Convention Center budget will be based off the winning RFP Pro Forma, and the Department of Ecology grant will offset most of JLL/master planning consultant's expenses (\$300k). There will be some rental increases for the Convention Plaza, increase RFP investment (250k), and a reduction in legal costs. She expects the budget to go to the Board for approved in January. Board member Webster inquired about possible rental income increases. She explained that there will be some increases, some tenants moving out, and new tenants that will be paying a higher rate. ED Pope then reviewed the PFD revenue assumptions and expenses assumptions. She shared that the retaining wall will now be a repair and not replaced. Some of the larger expenses include striping, parking, and roof repair. Instead of the LCC providing maintenance to the entire lot that the PFD reimburses the LCC account for, JLL has requested a "day porter" who does, minimal maintenance around the property. She explained that the Convention Plaza revenue assumptions came directly for JLL, showing rents down (this was before the new rent increase expectations) but total revenue at \$1,343,678. Chair Reyes asked about tenant changes and ED Pope shared that Tropical Tan is leaving, GSA Labs is planning to move to a smaller space, and a new warehouse business is in negotiation to move into the GSA Lab space. CM Smith inquired about the number of days the city has used space at the Convention Center, ED Pope and GM Blayne reported that one day has been used for the 2021. In a normal year the usage would be three to three and a half days.

3. Convention Center Report

GM Blayne reported highlights for the month of October. Alderwood Community Church resumed lending of their parking lot, except for Sundays. She reported that some of the community events this month included: Boy Scouts of America, Month of Caring promotion, and Hive educational event for event planners. She reported that the Guest Survey for Q3 and YTD now have fewer events but feedback is still in their target range. She shared that booking pace for the beginning of 2022 was lower but stronger for the second half of the year. She responded to a question from Chair Reyes regarding how often the overflow parking was use at the Church -generally 10 to 12 times per year.

4. ED and Board Evaluation Policy

ED Pope listed the value of having an ED review and Board review policy in place. She added it is a healthy shared responsibility between the Board and ED. Having strategic goals that then role into the annual business plan, and into the master plan, and ultimately into the ED goals, help prepare for the ED evaluation. She commented that she believes in the SMART goals system which are clear and can be measured. She mentioned the importance of also visiting the succession plan at

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.

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The Board went into Executive Session at 7:31p.m. for 10 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 7:41 p.m. for 10 minutes to 7:51p.m.
The executive session was adjourned at 7:44p.m.

ADJOURNMENT

Meeting adjourned at 7:44 p.m.

Rosario Reyes

04 / 18 / 2022

Rosario Reyes, Chair Board Member

Account 1000 - Regular Checking Account
 Type Bill Payment
 Base Status Undefined

Document Number	Name	Sum of Amount
11042	Canon Financial Services, Inc.	(135.99)
11043	City of Lynnwood - Utilities	(530.28)
11044	Fire Protection, Inc.	(676.23)
11045	Geoengineers, Inc.	(3,356.89)
11046	Jani-King of Western Washington	(422.00)
11047	JLL	(15,000.00)
11048	Karen Porterfield	(4,550.00)
11049	LMN Architects	(265.00)
11050	Lynnwood Convention Center	(1,002.28)
11051	Monarch Landscaping Holdings, LLC	(2,284.04)
11052	Pacific Air Control, Inc.	(6,224.47)
11053	PQT Construction	(1,412.85)
11054	Puget Sound Energy	(1,160.29)
11055	Snohomish County PUD No 1	(487.43)
11056	Waste Management	(6,659.18)
11057	Health Care Authority	(3,259.45)
11058	Hendricks-Bennett, PLLC	(9,230.00)
11059	Jani-King of Western Washington	(161.50)
11060	Joyce Ziker Partners	(712.50)
11061	Oracle America Inc.	(4,429.71)
11062	PQT Construction	(353.69)
11063	Snohomish County PUD No 1	(2,205.19)
11064	TK Elevator	(666.40)
11065	Transblue	(476.28)
11066	Zipty Fiber	(68.45)
11067	ProEquities, Inc.	(870.00)
11068	UMC	(1,105.01)
Grand Total		(67,705.11)

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
Convention Plaza Total			24,330.78
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
Lynnwood PFD Total			42,270.20
Convention Center	Monarch Landscaping Holdings, LLC	Landscaping Expense - November 2021	913.62
Convention Center	Transblue	Lot Sweep - Convention Center - Nov 2021	190.51
Convention Center Total			1,104.13
Grand Total			67,705.11

Net Payroll 19,451.22

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Shawn M. Walker 04/20/2022