

LYNNWOOD PUBLIC FACILITIES DISTRICT
BOARD MEETING MINUTES
February 19, 2019

A. CALL TO ORDER

The meeting of the Lynnwood Public Facilities District was called to order at 5:14 p.m. by Board Chair George Sherwin at the Lynnwood Convention Center.

B. Board Members Present

George Sherwin, Chair
Lynn Melby, Secretary (via phone)
Rosario Reyes (excused absence)
Wally Webster II
Taylor Nordby
Sonja Springer, Treasurer

Others

Grant Dull, PFD Executive Director
Judy Powell, PFD Finance Analyst
Matt Hendricks, PFD Attorney
Sara Blayne, LCC General Manager
David Kleitsch, City of Lynnwood
Council Member Ian Cotton

C. AGENDA

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

D. ANNOUNCEMENTS, ORAL AND WRITTEN COMMUNICATIONS

None

E. BUSINESS ITEMS

1. FACILITATOR RFQ

Request for Qualifications were sent to potential Task Force facilitators on February 6, and responses were due February 19. The PFD only received one formal response. The Board agreed to have ED Dull reach out to two more facilitators supported by the City. Board Chair Sherwin, Board Member Melby, ED Dull and David Kleitsch will review all responses and make a recommendation for the facilitator. Motion made by Board Member Webster, seconded by Board Member Melby, to authorize ED Dull to hire a Task Force facilitator based on the recommendation of the committee. Motion passed, unanimously.

2. DRAFT LETTER TO TASK FORCE

In late January and early February, representatives of the City and the PFD agreed on a list of candidates to serve on a task force which will be asked to explore potential developments of property currently owned by the PFD and surrounding the Lynnwood Convention Center. The Board reviewed a draft letter of invitation and list of candidates. The Board agreed that ED Dull should send out the letter of invitation the following day.

3. ARCHITECT RFQ

Request for Qualifications were sent to potential Municipal Research Services Center Roster architects on January 17, and responses were due February 15. The PFD received qualifications from two different architecture firms. The Real Estate Committee, along with ED Dull, will review and score the responses.

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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F. OLD BUSINESS/NEW BUSINESS

None

G. EXECUTIVE SESSION

None

H. ADJOURN

Meeting adjourned at 5:57 pm.

George Sherwin, Chair Board Member