

LYNNWOOD PUBLIC FACILITIES DISTRICT

Special BOARD MEETING WITH MASTER PLANNING COMMITTEE MINUTES

Tuesday February 15, 2022

A. CALL TO ORDER

The meeting of the Lynnwood Public Facilities District was called to order at 3:03p.m. by Board Chair Wally Webster II. 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 Norby, Vice Chair

Shawn Walker, Secretary

Michelle Meyer, Treasurer (ex-officio)

Wally Webster II

Mike Miller

Others

Janet Pope, PFD Executive Director

Josh Cain PFD Finance Analyst

Nancy Lambert, Business Admin

Matt Hendricks, PFD Attorney

David Kleitsch, Cit of Lynnwood

Ben Wolters, City of Lynnwood

Karl Almgren, City of Lynnwood

Julieta Altamirano-Crosby, Lynnwood City Council

“A” Bounjaktha, Snohomish County Executive Office

Dan Fenton, JLL

Francesca Howard, JLL

Greg Whitney, JLL

B. APPROVAL OF AGENDA

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

C. ANNOUNCEMENTS & COMMUNICATIONS

Member Miller shared a few thoughts on the I Love Lynnwood sculpture reveal event saying it was the event we wanted to have including a great turnout and Chef Michael was very well received. ED Pope added that there were lots of photos taken by the guests, and thanked OVG for a great job. The event focused on the art but also the theme of DE&I work that was echoed in the speeches. The closing was about the LPFD, where we are heading and, the introduction of Oakview Group.

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D. BUSINESS ITEMS

Business Strategy Overview

ED Pope started with a very high-level touch on the Digital and IT strategy plan. This came out of the work with our consultants after the board approved an IT audit and security and capacity concerns. It was determined the organization is safe but did not make sense to do a full audit in the middle of so much growth and that more business/digital strategy was needed to accompany the master plan. Business strategy goals are also needed for the ED Evaluation. In bringing all the strategies together a comprehensive presentation of where the LPFD is and where it is going was developed. This pairs well with the discussion on the capital budget. ED Pope briefly reviewed the business, digital and IT strategies, planning structures and governance, mission, vision, current strategy and services, and future strategy. One of the final slides reviewed was the timeline or roadmap estimating where things fall into place. Now is the predevelopment stage for the next 6 to 9 months. JLL will need to build the team of consultants which will then move into permitting, financing, demolition, and construction.

ED Pope introduced the JLL team to continue with their presentation for the capital budget. The main purpose being to give everyone an idea of the people of who need to be involved, the process, the budget, and a very high-level schedule. As an overview, the vision is to create a social epicenter of the Lynnwood community. An environment that is an active year-round destination not only the Convention Center but the surrounding property and to hopefully support a local work force. A “three buckets” approach was created to include development structure and economics, development planning, and entitlements to get approval to move forward. A slide was shared that gave an overview of details of each stage and who is responsible for each piece. Dan Fenton’s role with JLL is to make sure the strategic plan is followed. Questions and discussion followed regarding, community engagement, contamination cleanup and, where they are on the timeline.

Master Plan Capital Budget

ED Pope presented the Capital Budget. She noted the donation from OVG, \$250,000, that can be used toward the Capital budget if desired. The budget had a \$566,00 shortfall. The staff recommendation is to move funds from the Plaza budget to cover. Currently there is 1.9 million in the Plaza account in addition to required reserves. Attorney Hendricks stated that at this point the Board should vote on the budget and vote on moving the money at a later date.

Board Member Webster moved, seconded by Board Member Miller, to approve the capital budget. Motion passed, unanimously.

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Executive Session:RCW 42.30.110 (1) (d) to review negotiations on a publicly bid contract . The executive session was extended as follows:

- Start 4:26 p.m. for 35 minutes to 5:00 p.m.
- Extended at 5:00 p.m. for 10 minutes to 5:10 p.m.
- Extended at 5:11 p.m. for 15 minutes to 5:27 p.m.

The executive session was adjourned at 5:27 p.m.

ADJOURNMENT

Meeting adjourned at 5:27 p.m.

Rosario Reyes

09 / 08 / 2022

Rosario Reyes, Chair Board Member