

LYNNWOOD PUBLIC FACILITIES DISTRICT
SPECIAL BOARD MEETING MINUTES
April 21, 2020

A. CALL TO ORDER

The meeting of the Lynnwood Public Facilities District was called to order at 5:00 pm by Board Chair Wally Webster II. The meeting took place electronically. A conference call number published in the Agenda to enable public participation.

B. Board Members Present

Wally Webster II, Chair
Taylor Nordby, Vice Chair
Shawn Walker, Secretary
Rosario Reyes
Loren Simmonds
Sonja Springer, ex officio

Others

Grant Dull, Executive Director
Judy Powell, Finance Analyst
Matt Hendricks, PFD Attorney
Sara Blayne, Lynnwood CC
Tracey Morrison, Lynnwood CC
Janet Pope, Executive Director
David Kleitsch, City of Lynnwood

BOARD MEMBER WEBSTER ANNOUNCED THAT THE PFD WAS IN COMPLIANCE WITH GOVERNOR INSLEE'S EXECUTIVE ORDER 20-28.

C. WELCOME JANET POPE

The Board welcomed Janet Pope and she reported on her first few days were going.

D. UPDATE ON THE IMPACT OF COVID-19 ON THE CONVENTION CENTER AND ITS EMPLOYEES AND FURTHER EXPLANATION OF LCC COST SAVINGS

GM Blayne reported on LCC/ASM Global's response to COVID-19 and how it is addressing the pandemic. She went into detail on how she is helping employees that were either laid off or furloughed through this time. She also explained where they were cutting costs to reduce the subsidy to the PFD.

E. STATUS OF TENANT LEASES

This item was moved to executive session.

F. AMENDMENT TO FINANCIAL POLICIES

The district currently does not have an operating reserve. According to GFOA recommendations, the District should have an operating reserve of 2 months of prior year expenses put aside as a reserve. The District staff is recommending adopting Resolution 20-01 that will implement this reserve fund at 2.5 months of expenses from the prior year.

Board Member Simmonds moved, seconded by Board Member Reyes, to approve Resolution 20-01 to establish an operating reserve fund. Motion passed, unanimously.

G. EXECUTIVE DIRECTOR REPORT

ED Dull introduced ED Pope at the City's Director's meeting.

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H. EXECUTIVE SESSION

The Board went into Executive Session at 6:00 pm for 10 minutes as authorized by RCW42.30.110(1) (b) to discuss real estate matters. At 6:10 pm and 6:15 pm, the Board extended for an additional 5 minutes each time. At 6:20 pm, the Board came out of Executive Session. No action was taken.

I. ADJOURN

The meeting adjourned at 6:21 pm.

Wally Webster II, Board Chair

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