

**LYNNWOOD PUBLIC FACILITIES DISTRICT
BOARD MEETING MINUTES
September 1, 2020**

A. CALL TO ORDER

The meeting of the Lynnwood Public Facilities District was called to order at 6:02 p.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.

B. Board Members Present

Wally Webster II, Chair
Shawn Walker, Secretary
Rosario Reyes
Loren Simmonds
Sonja Springer, Treasurer (ex-officio)

Others

Janet Pope, PFD Executive Director
Kim Koronko, PFD Finance Analyst
Matt Hendricks, PFD Attorney
Sara Blayne, LCC General Manager
David Kleitsch, City of Lynnwood
Tracey Morrison, LCC Finance Director

Board Members Absent

Taylor Nordby, Vice Chair

C. AGENDA

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

D. MINUTES

Board Member Simmonds moved, seconded by Board Member Walker, to approve the July 7, 2020 minutes as presented. Motion passed, unanimously.

E. ANNOUNCEMENTS & COMMUNICATIONS

ED Pope introduced and welcomed Finance Analyst Kim Koronko. FA Koronko described her background.

F. CONSENT AGENDA

Board Chair Webster expressed concern with the amount paid for landscaping service. He suggested efforts be made to control expenses and cited the monthly printer lease as an example. BM Walker suggested a different format for the AP Report that separated reoccurring expenses for one-time expenses. A brief discussion about format options followed.

Board Member Reyes moved, seconded by Board Member Walker, to approve the Accounts Payable Report in the amount of \$376,866.91. Motion passed, unanimously.

G. BUSINESS ITEMS

1. I LOVE LYNNWOOD ART PROJECT

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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ED Pope reported the contract has been signed with Western Neon. The position of the artwork will be discussed next week and the color and materials will be approved in October.

2. RESOLUTION 20-03

ED Pope explained the resolution designates her as the authorized individual for all transactions within the LGIP for withdrawals and contributions. This is required due to the transition of executive directors.

Board Member Reyes moved, seconded by Board Member Walker, to approve Resolution 20-03. Motion passed, unanimously.

3. QUARTERLY FINANCIALS

ED Pope reviewed the quarterly financials, highlighting the PFD's investments, continued closure of the convention center, Plaza businesses operating at less than full capacity, transfers to the convention center, projected convention center year-end loss, and Plaza tenants' lease payments. She reviewed the cash flow report. Chair Webster commented on the importance of cash flow and managing expenses. It was agreed the cash flow report would be provided to the board monthly.

4. CONVENTION CENTER UPDATE

GM Blayne provided an overview of 2020 projections that reflect worst case scenario, the convention center not reopening in 2020. She reviewed current projects and activities including the Convention Center Reopening Plan; Global Biorisk Advisory Council Good Star Accreditation; updating training manuals policies and processes; making purchases and working with vendors to ensure compliance; partnering with other WA State convention centers and convention hotels to create reopening guidelines; customer sales and communication activities; marketing & community efforts; 2020 finances and year end projection; and 2021 budgeting. She reviewed the 2021 booking pace (compared to 2020 and 2019) and Washington's phased reopening approach. The 2021 budget will be provided at the October Board meeting and the 5-year financial outlook at the December Board meeting. Questions and discussion followed regarding preparation of the 2021 budget, timing of the 2021 budget preparation due to unknowns, and budget assumptions.

5. BOARD COMMITTEE STRUCTURE

Chair Webster explained the intent is to restructure committees to align with priorities. This will be discussed further at the retreat and the structure approved at the November Board meeting. Discussion followed regarding pros and cons of committees, potentially reducing the number of committees, aligning committee names with priorities, potentially adding community members to committees, and topics that qualify for executive session.

H. EXECUTIVE DIRECTOR REPORT

The capital needs assessment will be completed next week; anticipate some expensive projects will be identified such as the roof. The Board may want to consider developing a Plaza code of conduct in the future. Indoor and outdoor sampling was completed by Arcadis

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with no concerns. A considerable savings on phone expense was accomplished due to use of new app.

I. UPDATES ON CITY PLANNING

FD Kleitsch reported the City is in the process of developing its budget. A recommendation will be forwarded to Council regarding consolidation of several departments (Economic Development, Community Development, and a portion of Public Works) into one department, Development and Business Services. He reported very conservative lodging tax revenue is projected, a swoosh patterned recovery is anticipated, and he and ED Pope are discussing opportunities for partnership between the City and the PFD.

J. COMMENTS FROM COUNCIL MEMBER COTTON

None

K. NEW BUSINESS

1. DETERMINE NEED FOR SPECIAL MEETING SEPTEMBER 15

ED Pope suggested a special meeting on September 15 for her organizational analysis report. It was agreed to delay the report until VC Nordby's return.

2. SCHEDULE DATE FOR BOARD RETREAT

It was agreed to schedule a retreat on Friday, October 23.

L. EXECUTIVE SESSION

The Board went into Executive Session at 7:57 p.m. for 20 minutes as authorized by RCW 42.30.110(1)(c) regarding real estate matters and as authorized by RCW 42.30.110(1)(d) to review the performance of a publicly bid contract. At 8:23 p.m. the Board came out of Executive Session. No action was taken.

ADJOURN

Meeting adjourned at 8:24 p.m.

 12/18/2020

Wally Webster II, Chair Board Member

