

LYNNWOOD PUBLIC FACILITIES DISTRICT
BOARD MEETING MINUTES
April 2, 2019

A. CALL TO ORDER

The meeting of the Lynnwood Public Facilities District was called to order at 6:00 p.m. by Board Chair George Sherwin at the Lynnwood Convention Center.

B. Board Members Present

George Sherwin, Chair
Wally Webster II, Vice Chair
Taylor Nordby, Secretary
Lynn Melby (via phone)
Rosario Reyes
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 (ex. Absence)

Guests

Dana Carlisle, GeoEngineers
Cris Watkins, GeoEngineers
Greg Mummy, GSG Group
Jai Suh, Creative Media Alliance
Ryan Fansler, Creative Media Alliance

C. AGENDA

Board Member Reyes moved, seconded by Board Member Nordby, to approve the Agenda. Motion passed, unanimously.

D. MINUTES

Board Member Reyes moved, seconded by Board Member Nordby, to approve the March 5 and March 19, 2019 minutes as presented. Motion passed, unanimously.

E. ANNOUNCEMENTS, ORAL AND WRITTEN COMMUNICATIONS

None

F. CONSENT AGENDA

Board Member Reyes moved, seconded by Board Member Norby, to approve the Accounts Payable Report in the amount of \$175,794.21. Motion passed, unanimously.

G. BUSINESS ITEMS

1. CONVENTION CENTER

GM Blayne presented information regarding LCC business and activities in February. February guest feedback surveys scored an average of 4.8 without parking. Food and Beverage Quality scored a 4.6. Audio Visual scored a 4.4. The Lynnwood Food Bank has declined to work with the Convention Center for food donations in the future. GM Blayne explained that she is working on finding another place to donate the food.

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2. LCC BRANDING

Representatives of Creative Media Alliance presented guidelines and examples of future Convention Center ads, menus, websites, etc.

3. DRY CLEANER REMEDIATION ALTERNATIVES

The PFD intends to begin the process of addressing dry cleaning contamination in 2020. The first part of that process is to select a remediation technique. Dana Carlisle and Cris Watkins from GeoEngineers presented and described cleanup options. Since the cleanup is the first phase of future property development, ED Dull also presented information about the development process and timeline.

4. ELECTRIC VEHICLE CHARGING

A presentation was made to the Board in February about EV charging and several companies that offer this service. After reviewing the different options, it was determined that Board would like to work with Volta to install the charging stations. Although the installation, maintenance, and electrical use associated with the charging stations are paid by Volta, the PFD will incur some costs associated with legal review, signage and striping. It is anticipated that these costs will be minimal. Motion made by Board Member Melby, seconded by Board Member Reyes, to authorize the Executive Director to sign an agreement with Volta Charging LLC after legal and electrical review. Motion passed, unanimously.

5. LMN ON-CALL AGREEMENT

When the Board adopted the 2019 Budget on December 4, 2018, the approved motion included the following direction: *“Staff work with the Board to retain an “on-call architect” to develop plans to remodel or “refresh” the Convention Center in 2020 – 2021.”*

A Request for Qualifications was sent out to potential architects on the MRSC Roster list. Two responses were received and LMN scored the highest.

The initial scope of work calls for LMN to develop an interior renovation scope along with an associated concept level cost estimate for interior finish renovations at the Convention Center. Work on this initial phase should be complete in late September so that it can be incorporated in the 2020 budget and discussed by the Board at its October meeting.

Motion made by Board Member Webster, seconded by Board Member Nordby, to authorize the Executive Director to sign the on-call agreement with LMN Architects and amend the 2019 Budget by adding \$55,000 to the PFD Administration budget. Motion passed, unanimously.

6. FIVE YEAR PLAN

Board Member Webster asked to discuss SMG’s five-year financial plan.

H. EXECUTIVE DIRECTOR’S REPORT

Art submittals will be reviewed by a five-member jury on April 16 for the I Love Lynnwood Art/Security Installation. GM Blayne and Board Member Melby are both on the jury.

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The Washington State Auditor begins the PFD audit on Wednesday, April 3. The audit results will be presented at the June Board Meeting.

I. COMMENTS FROM COUNCIL MEMBER COTTON

None

J. COMMENTS FROM DIRECTOR DAVID KLEITSCH

David Kleitsch updated the Board on different projects going on within the City Center.

K. OLD BUSINESS/NEW BUSINESS

None

L. EXECUTIVE SESSION

The Board went into Executive Session at 8:48 pm for 10 minutes as authorized by RCW42.30.110(1) (d) to discuss matters on the performance of a publicly bid contract. At 8:58 pm and 9:03 pm the Board extended the session for 5 minutes each. At 9:08 pm, the Board came out of Executive Session.

Motion made by Board Member Reyes, seconded by Board Member Melby, to sign an amendment to the contract with SMG changing the calculation of the incentive fee as discussed in Executive Session. Motion passed, 3-in favor and 2-against, with Board Members Webster and Nordby voting against the Motion

ADJOURN

Meeting adjourned at 9:15 pm.

George Sherwin, Chair Board Member