

LYNNWOOD PUBLIC FACILITIES DISTRICT
BOARD MEETING MINUTES
April 7, 2020

A. CALL TO ORDER

The meeting of the Lynnwood Public Facilities District was called to order at 6:00 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
Taylor Nordby, Vice Chair
Shawn Walker, Secretary
Rosario Reyes
Loren Simmonds
Sonja Springer, ex-officio Treasurer

Others

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

Guests

Janet Pope

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

C. AGENDA

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

D. EXECUTIVE SESSION

The Board went into Executive Session at 6:05 pm for 5 minutes as authorized by RCW42.30.110(1) (g) to evaluate the qualifications of an applicant for public employment. At 6:10 pm, the Board came out of Executive Session.

Board Member Nordby moved, seconded by Board Member Reyes, to authorize the Board Chair to sign the employment agreement with Janet Pope for a start date of April 16, 2020 as discussed in Executive Session. Motion passed, unanimously.

E. MINUTES

Board Member Walker moved, seconded by Board Member Simmonds, to approve the March 3, 10, 18, 24, and 27, 2020 minutes as presented. Motion passed, unanimously.

F. ANNOUNCEMENTS, ORAL AND WRITTEN COMMUNICATIONS

None

G. CONSENT AGENDA

Board Member Simmonds moved, seconded by Board Member Nordby, to approve the Accounts Payable Report in the amount of \$195,990.65. Motion passed, unanimously.

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H. BUSINESS ITEMS

1. CONVENTION CENTER REPORT

GM Blayne provided an overview of ASM Global's projections of several different scenarios for the LCC's financial response to COVID-19.

I. EXECUTIVE DIRECTOR REPORT

The Washington State Auditor has begun its annual financial and accountability audit of the PFD. The City has reviewed the draft report.

After consulting with GM Blayne and LMN, all Convention Center capital projects have been put on hold with one exception – Sara's staff is preparing an RFP to replace the badly worn kitchen floor. The Board will be asked to approve this project at future Board meeting.

J. OLD BUSINESS/NEW BUSINESS

None

K. EXECUTIVE SESSION

The Board went into Executive Session at 7:11 pm for 15 minutes as authorized by RCW42.30.110(1)(c) real estate matters. At 7:26 pm, the Board extended the session for 10 minutes. At 7:36 pm, the Board came out of Executive Session.

No action was taken.

ADJOURN

Meeting adjourned at 7:36pm.

Wally Webster II, Chair Board Member