

MINUTES

Edmonds Public Facilities District Special Meeting of the Board of Directors May 1, 2018

The Edmonds Public Facilities District Board meeting convened at 6:02 p.m. in the Edmonds Center for the Arts Green Room, 410 4th Avenue North, Edmonds.

EPFD Board Members Present

Mike Popke, President
Larry Ehl, Vice President
Marla Miller

ECA Staff Present

Joseph McIalwain, Executive Director
Matt Keller, Director of Operations

EPFD Board Members Absent

Kevin McKay

Other Guests Present

Tom Mesaros, City Council Liaison

1. Call to Order

Board President Popke called the meeting to order.

2. Board President's Comments

3. Approval of Minutes

4. Approval of Disbursements

5. PFD Board Business

- **Recommendation and Section of Board Candidate**

Mr. McIalwain reported four applications were received, David Brewster, Charles Fritz, Alan Townsend and Richard Canning. David Brewster and Charles Fritz were interviewed, Alan Townsend may pursue appointment to the ECA Board and due to a technology issue, Richard Canning was not interviewed for this position but would like to be interviewed/considered for the second position.

Members of the interview committee, Board President Popke, Mr. McIalwain and Board VP Ehl, reported their findings as a result of the interviews. Discussion followed regarding the applicants' experience and qualifications.

Mr. McIalwain recalled at the last PFD meeting, the board discussed recommending one of the candidates to fill the position vacated by Patrick Mulva and reposting and extending the deadline for applications for the second position as well as ways to attract applications from a more diverse community.

BOARD PRESIDENT POPKE MOVED TO FORWARD DAVID BREWSTER AS THE PFD BOARD'S RECOMMENDATION TO THE CITY COUNCIL FOR APPROVAL TO FILL THE POSITION VACATED BY PATRICK MULVA. BOARD VP EHL SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

Staff will forward Mr. Brewster's application and term information (term expires 6/30/20 and eligible for reappointment to two terms) to the City Council Executive Assistant Maureen Judge and contact Mr. Brewster regarding his availability to meet with Council. Councilmember Mesaros

will confer with Council President Nelson about a date for the Council to meet with Mr. Brewster, possibly prior to May 8 Council meeting. Appointments are typically approved on the Consent Agenda following the Council's interview. Staff will contact the Chamber of Commerce about providing a letter of recommendation to the City Council regarding Mr. Brewster. Information needs to be submitted to City Clerk Scott Passey no later than Friday at 10 a.m.

The Board agreed to repost and extend the deadline for applications for the second position and to invite Mr. Canning to interview for the second position. Mr. McIalwain will communicate with the applicants who were not selected. Discussion followed regarding how to diversify the pool for the next application process and individuals who could be recruited to apply for the position. Staff will send PFD board members the application materials and links to the position description so they can forward them to anyone interested in applying for the position.

Recognizing Board Member Marla Miller's term expires June 30, 2018, the following timeline was established:

- Post position as soon as possible
- Schedule interviews for late May
- Target date for PFD Board recommendation: June 19
- Target date for City Council approval: June 26

6. **Executive Report / Steering Committee**

7. **Administration & Finance**

8. **Development**

9. **Marketing & Programming**

10. **Facilities & Operations**

11. **Accessibility & Inclusion**

12. **New Business**

13. **Adjourn**

The meeting was adjourned at 6:34 p.m.

Next EPFD Board Meeting: Thursday, April 24, 7:30 AM

ACTION ITEMS:

1. Forward Mr. Brewster's application and information regarding the position's term to City Council Executive Assistant Maureen Judge
2. Contact Mr. Brewster regarding his availability to meet with Council
3. Contact the Chamber of Commerce about providing a letter of recommendation to the City Council regarding Mr. Brewster
4. Repost and extend the deadline for applications for the second position
5. Communicate with the applicants who were not selected
6. Invite Mr. Canning to interview for the second position
7. Send PFD board members the application materials and links to the position description