M I N U T E S

Edmonds Public Facilities District
Board of Directors Special Meeting
October 7, 2025

The Edmonds Public Facilities District Board hybrid meeting convened at 7:34 a.m. in the Edmonds Center for the Arts Green Room, 410 4th Avenue North, Edmonds, and via Zoom.

EPFD Board Members Present
Wayne Grotheer, President
Suzy Maloney, Vice President
David Brewster
Scott Ely
Ray Liaw

ECA Staff Present
Kathy Liu, Executive Director
Lori Meagher, Associate Executive Director

ECA Board Members Present
Matt Cox, President
Heidi Napolitino, Vice President

1. Call to Order

Board President Grotheer called the special EPFD Board meeting to order.

- Attendance of those attending in-person for minutes.

2. Land Acknowledgement & Equity Statement

Board Member Ely read the Land Acknowledgement & Equity Statement.

3. Agenda Review & Approval

BOARD MEMBER BREWSTER MOVED TO APPROVE THE AGENDA. BOARD MEMBER ELY SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

4. Board President's Comments

Board President Grotheer thanked ECA Board President Matt Cox and Vice President Heidi Napolitino for attending today's special meeting.

5. Public Comment - None

6. Executive Session – per RCW 42.30.110(g)

At 7:38 a.m., Board President Grotheer recessed the EPFD Board to an approximately 30 minute executive session to review the performance of a public employee.

At 8:08 a.m., the meeting was extended to 8:30 a.m.

7. Return to Open Session

The meeting reconvened at 8:31 a.m.

8. PFD Board Business

- **Evaluate Executive Director Position**

Board President Grotheer advised this agenda item is necessitated by Executive Director Liu's decision to resign effective mid-November 2025. He thanked Ms. Liu and ECA staff for their accomplishments since she joined the ECA in November 2023 and wished her the best in her leadership role at the Lincoln Center. The EPFD Board needs to consider establishing an interim executive director position to allow time to hire an executive director.

Board Member Liaw suggested establishing a task force consisting of two EPFD board members, the ECA president and vice president and whatever other persons they deem necessary to make a recommendation to the EPFD Board about a hiring process or who should serve in the interim director role.

> **BOARD MEMBER LIAW MOVED TO FORM A TASK FORCE TO IDENTIFY AN INTERIM EXECUTIVE DIRECTOR FOR THE ORGANIZATION. BOARD MEMBER BREWSTER SECONDED THE MOTION.**

Discussion followed regarding the task force determining the role and responsibility, scope of work, duration, compensation, process for selecting or bringing candidates forward; how long it will take to hire a permanent executive director, length of the past hiring process, establishing a separate process to identify a search firm, the task force considering Ms. Liu's offer to remain engaged and help as she can, and timing of the task force identifying an interim executive director.

It was agreed to reschedule the October 23 EPFD board meeting to October 30 at 7:30 a.m. and to invite ECA Board President Cox and VP Napolitino to attend.

Board Member Liaw recommend the task force consist of the EPFD President and Vice President, the ECA President and Vice President, and any other members they need.

The motion was restated as follows:

> **ESTABLISH A TASK FORCE TO DEVELOP AN INTERIM EXECUTIVE DIRECTOR POSITION INCLUDING ROLE, RESPONSIBILITIES, SALARY, PROCESS FOR HIRING, AND/OR A RECOMMENDATION.**
>
> **MOTION CARRIED UNANIMOUSLY.**

Board Member Liaw requested staff provide a timeline for completing the strategic plan.

9. Adjourn

The meeting was adjourned at 8:46 a.m.

Next EPFD Board Meeting: Thursday, October 232, 2025 - 7:30 AM

ACTION ITEMS:

1. Establish a taskforce to develop an interim executive director position including role, responsibilities, salary, process for hiring, and/or a recommendation. Members to include EPFD Board President and VP, ECA Board President and VP, and any other members they need
2. Reschedule 10/23/25 EPFD Board meeting to 10/30/25 at 7:30 a.m. Invite ECA Board President Cox and Vice President Napolitino to attend
3. Provide a timeline for completion of the strategic plan