MINUTES

Edmonds Public Facilities District
Board of Directors Special Meeting
June 11, 2026

The Edmonds Public Facilities District Board hybrid special meeting convened at 7:30 am 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
Scott Ely
Ray Liaw

EPFD Board Members Absent
David Brewster

ECA Staff Present
Caitlin Pontrella, Interim Executive Director

ECAN Board Members Present
Tam Osborne

1. Call to Order

Board President Grotheer called the EPFD Board meeting to order.

- Attendance of those attending in-person for minutes.

2. Land Acknowledgement & Equity Statement

Board VP Maloney read the Land Acknowledgement & Equity Statement.

3. Agenda Review & Approval

4. Board President's Comments

5. Public Comment - None

6. Consent Agenda

- **Board Meeting Minutes – May 28, 2026**

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

7. Executive Session

- **Pursuant to RCW 42.30.110(g) to Review the Performance of a public employee**

At 7:35 am, Board President Grotheer recessed the meeting to a 5-minute executive session regarding the matter listed.

The meeting was reconvened at 7:40 am.

8. PFD Board Business

- **Potential Action – Budget and Contracting Authorization for Development**

Ms. Pontrella explained the search for a Development Director is underway. She wanted to ensure there was a backup plan in place should the search not be fruitful. The proposal is for a part-time, interim Development Director and for the current Director of Development Amy Stagno to work part-time through the summer. She anticipated the cost of the interim director not to exceed $60,000.

Questions and discussion followed regarding the scope of tasks during the interim period, department structure during the interim period, contract staff, and timing to hire a Development Manager.

> **BOARD MEMBER LIAW MOVED TO AUTHORIZE AN UNBUDGETED PROFESSIONAL SERVICES CONTRACT FOR DEVELOPMENT SERVICES OF UP TO $60,000. BOARD VP MALONEY SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.**

- **Potential Action - Employee Handbook Approval**

Questions and discussion followed regarding the AI policy; staff's use of AI; training on the use of AI; implementing the AI policy; developing policies for board members; availability of ombudsman resources; whether there is organizational capacity for the coaching, training, feedback, etc. referenced in the handbook; concern with the level of detail in the employee handbook; and reference in the handbook to catalytic coaching which is not occurring.

> **BOARD VP MALONEY MOVED TO APPROVE THE EMPLOYEE HANDBOOK. BOARD MEMBER LIAW SECONDED THE MOTION.**

Discussion continued regarding a preference to revise the handbook to address concerns with the level of detail, utilizing All Things HR who prepared the handbook to assist with implementation of procedures included in the handbook, option to leave the old handbook in place and reconsider updating it in 2027, policies that currently exist in the handbook versus new policies, having the current leadership work with All Things HR to remove questionable detail, use of a different process instead of catalytic coaching, doing a light revision of the handbook now and a more extensive update in 2027, removing the language related to catalytic coaching, use of more generalized language in the handbook, and removing items that are not occurring.

> **MOTION FAILED UNANIMOUSLY.**

It was agreed Ms. Pontrella will review the handbook and eliminate any aspects that the organization is not doing or moving forward with and return the handbook to the board for approval at the July meeting.

9. <u>New Business</u>

Board President Grotheer introduced the subject of budgeting and contracting authorization for accounting and bookkeeping services, anticipating discussion/approval will be on the June 25 meeting agenda.

Ms. Pontrella described the immediate need for accounting support.

10. <u>Adjourn</u>

The meeting was adjourned at 8:06 am.

Next EPFD Board Meeting: Thursday, June 25, 2026 - 7:30 AM

ACTION ITEMS:

1. July 23 meeting
   a. Ms. Pontrella will review the employee handbook and eliminate any aspects the organization is not doing or not moving forward with and return the handbook to the board for approval
2. Investigate the availability of ombudsman resources