MINUTES

Edmonds Public Facilities District
Board of Directors Special Meeting
August 10, 2026

The Edmonds Public Facilities District Board hybrid meeting convened at 8:12 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
Scott Ely, Vice President
David Brewster
Ray Liaw
Suzy Maloney

ECAN Board Members Present
Matt Cox, President

ECA Staff Present
Caitlin Pontrella, Interim Executive Director
Deborah Bellangé, Dir. of Finance & Operations

Guests
Chris Eck, Councilmember

1. Call to Order

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

- Attendance of Those Attending In-Person for Minutes.

2. Land Acknowledgement & Equity Statement

Board President Grotheer read the Land Acknowledgement & Equity Statement.

3. Agenda Review & Approval

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

4. Board President's Comments

Board President Grotheer thanked board members for their dedication and attending numerous meetings this month. He reported ECA board members have adopted using ECA email addresses.

5. Public Comment – None

6. Review Draft Facilities Partnership Request for Qualifications

Board Member Liaw provided an overview of the development of the RFQ. She reviewed the draft RFQ, highlighting the schedule (approve RFQ and consultant contract at August 27 EPFD meeting), RFQ timetable, project background, evaluation process and submittal requirements, and general information and instructions. She reviewed the evaluation timeline, the intent for the RFQs to be reviewed by an evaluation committee (the membership of which is to be determined), and next steps.

Questions and discussion followed regarding having a specific URL for RFQ materials, materials available to RFQ respondents, square footage and parking criteria, changing the wording in the RFQ regarding preservation of parking, format of informational meetings, whether there could be more than one partner, confidentiality, having the task force serve as the RFQ evaluation committee, providing talking points to board members about what they can/cannot say to potential RFQ applicants/media/etc.

Ms. Pontrella described the consultant scope of work for the Campus Partner RFQ/RFP process. Discussion followed regarding the consultant's role and Ms. Pontrella's experience with RFP's.

7. New Business - None

8. Adjourn

The meeting was adjourned at 8:46 am.

Next EPFD Board Meeting:

- **Special PFD Board Meeting (Joint Boards Meeting) – August 11, 2026**
- **Special PFD Board Meeting (Committee & Task Force Chairs & Co-Chairs) – August 25, 2026**
- **Regular PFD Board Meeting – August 27, 2026**

ACTION ITEMS:

1. August 27 EPFD Board Meeting
   a. Approve Facility Partnership RFQ
   b. Approve Facility Partnership RFQ/RFP consultant contract
   c. Amend budget to reflect cost of consultant
2. Change wording in RFQ regarding preservation of parking
3. Have a specific URL for RFQ materials
4. Provide talking points to board members about what they can/cannot say to potential RFQ respondents, media, etc.