# MINUTES

**Edmonds Public Facilities District**
**Board of Directors Meeting**
**October 22, 2026**

The Edmonds Public Facilities District Board hybrid meeting convened at 7:32 am in the Edmonds Center for the Arts Green Room, 410 4th Avenue North, Edmonds, and virtually.

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

**ECAN Board Members Present**
*Adel Sefrioui*

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

**Guests**
*Chris Eck, Councilmember*

## 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 President Grotheer read the Land Acknowledgement & Equity Statement.

## 3. Agenda Review & Approval

The following items were removed from the Consent Agenda

- September 24, 2026 Meeting Minutes
- Resolution 2026-03 – Establishing a New Regular Meeting Schedule for the Edmonds Public Facilities District Board

**BOARD MEMBER BREWSTER MOVED TO APPROVE THE AGENDA AS AMENDED. BOARD VP ELY SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.**

## 4. Board President's Comments

Board President Grotheer thanked ECA staff and everyone involved in preparations for the annual fundraising Gala this Saturday and he looked forward to seeing everyone there.

## 5. Public Comment - None

## 6. Consent Agenda

- **August Disbursements**

**BOARD MEMBER BREWSTER MOVED TO APPROVE THE CONSENT AGENDA AS AMENDED. BOARD VP ELY SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.**

## 7. Old Business

- **Prior Action Items Review**

Board President Grotheer reviewed progress on action items from the previous meeting and identified outstanding items (see Action Items below).

## 8. ECAN Board Update

## 9. Joint Capital Campaign Readiness Task Force – Final Report

ECA Board Member Adel Sefrioui summarized the task force's planning work including outside meetings held and topics discussed, themes repeated in nearly every conversation, consistent advice to validate the private campaign before setting the goal, expectation for a layered capital stack, early positioning, scoped asks and persistence for public funding, constraints and partnerships identified in conversation with the City, project narrative, establishing a steering committee, conceptual estimate, and expected 6.5-year roadmap.

Questions and discussion followed regarding availability of the task force's notes on SharePoint, the cost of a feasibility study, reasons for expected board turnover, whether a fundraising consultant writes federal/state/county/city grants, potential for state appropriations and federal earmarks, the City's 4th Avenue Cultural Corridor plan, and escalation in the conceptual estimate.

Ms. Pontrella reviewed key actions 2026 Q4 - 2027 Q2 and 2027 Q3 - Q4.

ECA Board Member Sefrioui summarized the task force's recommendation: PFD prioritize initiating this work and allocating the necessary funding in upcoming budget decisions.

Discussion continued regarding timing of a master planning/visioning process, who would serve on a steering committee, new executive director leading the process, the ECA's reputation in the community, fundraising for the planning process, issues the task force was the most concerned about and the most optimistic about, importance of finding a qualified partner, educating the community about maximizing the use of the campus, opportunity during Raise the Paddle at the Gala to comment on the future of ECA, educating younger families about the ECA, maintenance of the current building, what happens at ECA while redevelopment/renovation occurs, and maintenance identified in the Mithun building envelope study.

## 10. Interim Executive Director Update

- **Joint Operating Agreement**

Ms. Pontrella reported a terms sheet is being developed; a few questions will be presented to the Steering Committee before forwarding it to legal for preparation of a first draft MOU/JOA, followed by EPFD Board discussion, potentially at the December 3 meeting. Discussion followed regarding issues that will be addressed in the JOA.

- **Gala**

Mr. Farrimond thanked the EPFD, ECAN, Philanthropy Committee and everyone involved. He provided an update on Gala preparations and ticket sales for the Gala and the concert. He responded to questions about the transition from the Gala to the theater and reasons the Gala was sold out.

## 11. Financial Update

- **Quarterly Progress Report – Implementation of Financial Assessment Recommendations**

Ms. Pontrella provided a quarterly progress report including progress on the implementation roadmap developed by Turning Point. Ms. Bellangé commented on system roadblocks staff is encountering. She reported on the 2024-2025 procedures audit and the 2025 financial audit that are currently underway.

- **2027 Budget Considerations**

Ms. Pontrella relayed key insights in sector and industry trends:

1) Performing arts is the hardest-hit discipline in the arts sector
2) Audience and donor recovery remains incomplete, mirroring ECA's experience
3) The sector cut staff to survive while ECA expanded it
4) Many other PFDs also running operating losses
5) Theaters owned by operators more likely to run a deficit

(Board Member Liaw left the meeting at 8:56 am.)

Ms. Pontrella reviewed 2027-2028 budget priorities: deficit reduction, focus programming, grow rentals, customer experience & ticketing, operational efficiency, and facility planning.

## 12. PFD Board Business

- **Facility Partnership Request for Qualifications – Potential Action**

Board President Grotheer advised the final document is not yet complete. He anticipated scheduling a brief special EPFD Board meeting in two weeks to approve the RFQ. Discussion followed regarding revisions to the RFQ.

- **Executive Search Update**

Board Member Maloney reported on the candidate pool for the executive director position and the interview process.

Discussion followed regarding the potential for special meeting mid-December to appoint the new executive director, meet & greet versus an initial interview with multiple board members, noticing interviews if a quorum of EPFD board members attend, concern with multiple EPFD and ECAN board members participating in interviews, and a request for the committee to provide a written update regarding the finalists and the interview process.

Following the Executive Search Committee interviews (November 23), Board Member Maloney will provide a written report to EPFD board members.

- **Restructuring Loan with City of Edmonds Update**

This item will be reschedule for a future meeting.

- **Cancel November Board Meeting – Potential Action**

A determination will be made in early November whether the meeting is needed; if not, the meeting will be canceled.

## 13. New Business

Board VP Ely reported the agenda for today's Snohomish County PFD meeting includes their 2027 budget. Sales tax reserves Snohomish County has been accruing are expected to be distributed in 2027, Tier 1 payments sunset at the end of 2026, and Tier 2 payments are expected to increase. Distribution of reserves and increase in Tier 2 payments will financially benefit the EPFD.

## 14. Adjourn

The meeting was adjourned at 9:17 am.

**Next EPFD Board Meeting: Thursday, November 19, 2026 - 7:30 AM**

**ACTION ITEMS:**

1. Revise Resolution 2026-03 – Establishing a New Regular Meeting Schedule for the Edmonds Public Facilities District Board
   a. Add language to bylaws allowing meeting date/time to be changed by resolution
   b. Add the time of EPFD Board meetings
2. Send Board Members Liaw and Brewster information regarding tax exempt bonds
3. Following Executive Search Committee interviews (November 23), Board Member Maloney provide written update to EPFD board members
4. Cancel November 19 meeting if not needed
5. Schedule brief special EPFD Board meeting in two weeks to approve Facility Partnership RFQ
6. Potentially schedule special mid-December meeting to appoint new executive director
7. Next Meeting Agenda Items
   a. Approve revised September 24, 2026 Meeting Minutes (Board President Grotheer to provide revisions)
   b. Approve revised Resolution 2026-03
8. December 3 Meeting Agenda Items
   a. Preliminary 2027/2028 budget
   b. September close financial statements
   c. Discussion of draft JOA/MOU
9. December 23 Meeting Agenda Items
   a. Approve 2027/2028 budget
10. Future Meeting Agenda Items
    a. Restructuring Loan with City of Edmonds Update
    b. Purchasing Policy