



**ELLENSBURG BUSINESS DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS MEETING MINUTES**

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|---------------------------|-----------------|-------------------------|----------------|
| Board Members: | Deborah Bezona | Council Liaison: | Staff: |
| John Perrie, Chair | Scott Puntenney | Bruce Tabb | Jim Armstrong |
| Isa Harrison, Vice Chair | Nicalee Smith | | Sarah Truglio |
| Grant Clark, Treasurer | Chad Youngquist | | Margaret Reich |
| Steve Townsend, Secretary | | | |

Tuesday June 20, 2017- 5:30 pm
City Council Conference Room
501 N. Anderson Street, Ellensburg

In attendance: John Perrie, Grant Clark, Steve Townsend, Deborah Bezona, Scott Puntenney, Nicalee Smith, Chad Youngquist, Jim Armstrong, Sarah Truglio, and Margaret Reich

Absent: Isa Harrison and Bruce Tabb

Also present: Scott Fendley

Chair Perrie called the meeting to order at 5:30 PM.

Motion to approve agenda with updates. Board Member Clark; second Board Member Youngquist.
Approved.

Agenda updates: Josh Humphrey withdrew is application to EBDA. May and June meeting minutes will be reviewed, approved in July.

NEW BUSINESS

EBDA member applicant Scott Fendley introduced himself. Discussed prior work, volunteer, and small business operations experience. Chair Perrie inquired as to Mr. Fendley’s experience with business development. Member Bezona asked about Mr. Fendley’s vision of a project he’d like to accomplish, and if he would assist in bringing CWU into the city’s economic realm. Mr. Fendley talked about enhancing the town and campus connection, and his resources to tap into the CWU alums that live here.

EBDA members reviewed the strategic plan quarterly report tool. Determined the format would be a good way to capture work in progress. Action items to advance the strategic opportunities decided:

| Strategic Opportunity | Action Item | Responsible Party/s |
|---------------------------------|---|-------------------------------|
| Create an investment fund | Meet with Scott to learn more about how he got his fund up and running | Steve |
| Develop/Trade Dolarway property | Generate concept for RV park | Nicalee |
| Enhance EBDA image | Work with Chamber, EBDA board to move draft website to live, and push out on social media | Margaret |
| Water Street business corridor | Continue to explore possibilities with KRD, Darigold. Work with consultant to further the vision articulated in the Arnett Muldrow report | Jim Deborah Downtowners |
| Downtown Hotel | Progressing. At a critical stage. Next couple of weeks due diligence and decision making. | Steve Downtowners |

Contract issues discussed, and EBDA board members would like John Akers, City Manager, to attend next meeting to clarify roles/responsibilities.

Bylaws and Charter sub-committee created to review, make recommendations to full board. Sub-committee members are John Perrie, Deborah Bezona, and Scott Punttenney.

A draft website was shared with EBDA board members.

Microloan review, reconfiguration discussion started; more follow up needed.

OLD BUSINESS

Board members would like a list of 3 to 5 PDAs located in the region. May wish to do field trips.

The EBDA's CERB grant/loan application passed first stage of review. The grant/loan would support building a third EBDA structure. Chamber will continue to stage two of the CERB review process.

Downtowner's Report on the YMCA community center, and hotel project – both progressing. The YMCA is under review and consideration as a community center. The hotel project is at a critical stage; due diligence and decision making on the project in the next two weeks.

STAFF REPORT

Question about the details of the aging report, and roof repair/Council of Government funding status. Ensure all financial reports show month's end data.

Motion to move ahead with application for Airport Building Unit 3 from wholesale bakery.

Board Member Clark; second by Board Member Smith. **Approved.**

Two entities interested in Airport building unit 3 – CWU Business Accelerator (non-revenue generating) and a local wholesale bakery.

Motion to reject request for Airport Building Unit 2 for use as morgue. Board member Smith; second by Board member Clark. **Approved.**

An inquiry was received by an entity wanting to start a morgue service in the space currently occupied by a fire suppression business. Board discussed uncertainty in the health and other related issues involved with having a morgue as a tenant, as well as possible perceived issues.

Board also discussed the failing roof on the Airport building. A quote for work is received, and the cost to patch the roof is \$4,000; replace is \$40,000.

Motion to recommend to City Council to appoint Scott Fendley to the EBDA board. Board member Bezona; second by Board member Clark. **Approved.**

Chair adjourned meeting at 7:20 PM.

Drafted: 06/21/2017

Approved: