



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

Board Members:	Linda Schactler	Council Liaison:	Staff:
John Perrie, Chair	Steve Townsend	Bruce Tabb	Margaret Reich
Deborah Bezona, Vice Chair	Jared Vallejo		Carolyn Honeycutt
Grant Clark, Secretary/Treasurer	James Jankowski		
Scott Fendley	Bill Provaznik		

REGULAR MEETING

Wednesday June 13, 2018- 4:00 pm
City Hall – Council Conference Room
501 N. Anderson Street, Ellensburg

In attendance: John Perrie, Grant Clark (4:10 pm), Linda Schactler, Scott Fendley, Steve Townsend. Jared Vallejo, James Jankowski, Bill Provaznik, Staff Carolyn Honeycutt and Margaret Reich, and Council Liaison Bruce Tabb (4:10 pm)

Excused: Deborah Bezona

Also in attendance: Kirsten Sackett

Chair Perrie called the meeting to order at 4:00 PM

Motion to approve agenda for the June 13 2018 meeting of the EBDA. Board Member Fendley; second Board Member Townsend.

Approved.

Motion to approve May 16, 2018 minutes. Board Member Schactler; second Board Member Fendley.

Approved.

New Business

Kirsten Sackett, Director of Community Development, introduced herself to the Board and discussed the reorganization of City Staff, which now places the City Economic Development Manager within the Community Development Department. Kirsten also reviewed the process for the Comprehensive Plan updates. Suggested updates should be sent to Staff.

Motion to approve Carolyn Honeycutt, City Economic Development Manager, as the Executive Director of the Ellensburg Business Development Authority effective immediately. Board Member Townsend; second Board Member Schactler.

Approved.

Board members expressed their gratitude to Margaret Reich for her outstanding work as Interim Executive Director.

Motion to approve Scott Fendley as Board Secretary to replace Grant Clark, currently serving as Treasurer; Board Member Schactler; second Board Member Vallejo.

Approved.

Office sign at the Elks Building will be added to the Strategic Plan.

Old Business

Board Member Schactler presented updates to the Strategic Workplan. Please send feedback to staff. Chair Perrie appointed a revised Strategic Planning Committee to include Board Members Schactler, Fendley, Bezona, and Vallejo, with Board Member Jankowski serving as an alternate.

Staff provided an update on Downtowners Town Center Project.

Staff presented payoff figure of \$156,689.67 as of July 31, 2018. Chair Perrie asked that the Strategic Planning Committee return in July with a recommendation regarding payoff.

Whipsaw Brewing leased 440 sf of Unit 5 as of June 15, 2018, leaving 160 sf as public space/emergency exit. CWU Brewing and CW Property Restoration exchanged spaces as of June 15, 2018. CWU Brewing will occupy the larger Unit 1 and CWPR will occupy Unit 4. CWPR lease is up September 15, 2018 and will notify staff by July 15, 2018 if they plan to renew. Chair Perrie appointed a new Lease Review Committee to advise staff to include Board Members Townsend, Clark, and Perrie.

No updates on airport building land lease.

Staff Reports

Staff provided update on liability insurance for Airport building and was instructed to keep \$1,000 deductible in place. Wade Morisette Hays reached out to Olympic Credit Union to begin debt repayment. Audra-Jien Fuller will sign a security agreement for a rebuilt trailer (value \$3500) as new collateral for microloan, with just under \$10,000 still owed. Staff provided update on Zoom Prospector, which is what Choose Washington uses for building/site selection and demographics. This can be specialized for Ellensburg and a proposal was submitted by GIS Planning. Member Fendley asked for a demonstration and will coordinate and invite Board.

Other

Margaret Reich, City Community and Government Liaison, disbursed information about the Northwest Economic Development Conference and Ellensburg employment graphs.

Meeting adjourned 5:30 PM

Drafted: 6/24/18

Approved: 7/11/18