



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

REGULAR MEETING

Wednesday November 14, 2018- 4:00 pm
City Hall – Council Conference Room
501 N. Anderson Street, Ellensburg

In attendance: John Perrie, Deborah Bezona, Jared Vallejo, Grant Clark, Linda Schactler, Bill Provaznik, James Jankowski, Scott Fendley, Staff Carolyn Honeycutt and Council Liaison Bruce Tabb

Excused absence: Steve Townsend

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

Staff requested a correction to the agenda to add the letter b. to the second item under New Business (Proposed By-Laws change).

Motion to approve the amended agenda of the November 14, 2018 Meeting of the EBDA. Board Member Schactler; second Board Member Vallejo.

Approved.

Motion to approve October 10, 2018 minutes. Board Member Vallejo; second Board Member Clark.

Approved.

New Business

- a. The board discussed requiring all expiring board member seats to be opened to the public, with existing seated members able to reapply. This will require a change to the Charter. Note that the Charter must go to Council for final approval.

Motion to direct staff to work with attorneys on application process and bring back language for a change to the Charter. Board Member Schactler; second Board Member Fendley. **Approved.**

- b. **Motion to change the Bylaws to elect board officers at the last regular meeting of the year.** Board Member Provaznik; second Board Member Schactler. Board discussed the logistics for this decision and decided to instead create the slate of officers at the last meeting of the year and officially vote on them at the first meeting of the year, which does not require a change to the bylaws. **Board Member Provaznik withdrew the motion.**

Old Business

- a. Board Member Clark presented the 2019 draft budget. Member Vallejo asked if there could be a Marketing Expense, rather than lumping it into Professional Services. Staff will check with Finance. Marketing request and additional City funding are not represented in the budget. Budget and Resolution to be approved at the December meeting.
- b. 1. Board Member Vallejo presented the Marketing plan and asked for consideration of the proposed marketing budget. This will be added into the budget for the December meeting.

Staff will follow up on whether the City funding, offset by the COG support of staffing, is in the 2019 budget. The formal name of the organization is CenterFuse, not CenterFuse Group.

2. Staff sent out an updated list to the board for the business visits, assigning them to one board member instead of a team.

- a. Downtowners – The Downtowners received an update on the Town Center and parking study. Councilperson Tabb shared about the AWB conference that he attended.
- b. Staff shared a draft letter to the Commissioners regarding the airport. Please get feedback to staff. Staff will pass along a copy to the Chamber for consideration.

Financials – Board Member Clark shared updates on payments on delinquent accounts. Staff received notice that the CERB loan invoice from the state was incorrect and the state has reimbursed \$2,814.92 in principal overpayment.

Staff Reports – A reminder that the Chamber incoming Board President, Kirk Holmes, will be in attendance at the meeting in December (staff may be with him). EBDA Attorney Chuck Zimmerman has advised that they are reviewing the appropriateness of the IRS non-profit status. Chamber Legislative Day is December 7 from 9-12. Staff has taken over Property Management and is working with Central Washington Property Restoration for repairs and maintenance (tenant in Unit 4 of Airport facility). Report to Council on November 5 was well received. Staff working on reconciliation of tenant security deposits and prepaid rents. Staff will be out of the county November 28 – December 7, so December board packets will not be out until the afternoon of Monday, December 10.

Other: Board Member Bezona shared updates on her Ellensburg Cultural Center project.

Adjournment: Meeting adjourned 5:30 PM

Drafted: 11/16/18

Approved: 12/12/18