



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

REGULAR MEETING

Wednesday December 12, 2018- 4:00 pm  
City Hall – Council Conference Room  
501 N. Anderson Street, Ellensburg

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

Excused absence: Deborah Bezona

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

**Motion to approve the agenda of the December 12, 2018 Meeting of the EBDA.** Board Member Schactler; second Member Vallejo.

**Approved.**

**Motion to approve November 14, 2018 minutes.** Board Member Clark; second Member Fendley.

**Approved.**

**New Business**

- a. Staff shared that the Chamber CEO, Amy McGuffin, requested their agenda item be moved to the January 9, 2019 meeting. Chair Perrie directed staff to reach out to Kirk Holmes and ask him to attend. The Chamber will vote on their new officers at the end of January, so Kirk will not be the Chamber President until then.
- b. 2019 Slate of Officers - Vote will take place at the January 9, 2019 meeting.
  - Chair Perrie nominated Linda Schactler to serve as Chair. No other nominations being received, **Motion to close nominations for Chair.** Board Member Townsend; second Member Fendley. **Approved.**
  - Chair Perrie nominated Jared Vallejo to serve as Vice Chair. No other nominations being received, **Motion to close nominations for Vice Chair.** Board Member Fendley; second Member Clark. **Approved.**
  - Chair Perrie nominated Grant Clark to serve as Treasurer. No other nominations being received, **Motion to close nominations for Treasurer.** Board Member Fendley; second Member Jankowski. **Approved.**
  - Chair Perrie nominated Scott Fendley to serve as Secretary. No other nominations being received, **Motion to close nominations for Secretary.** Board Member Jankowski, second Member Provaznik. **Approved.**

**Old Business**

- a. 2019 Budget – Staff is preparing a letter to the Council of Governments (COG) to clarify the interlocal agreement with the City for the \$40,000 Distressed Sales Tax. This has a

significant impact on the budget. The COG recommendation on December 19 at 6:00pm will go back to the Commissioners for final approval. EBDA Board Members are encouraged to be in attendance. Vote on 2019 EBDA budget will take place at January meeting.

- b. Staff reviewed proposed procedures for expiring board terms:
  - 1. *Each year, three seats (unless vacated prior to the end of the year) will expire.*
  - 2. *Each year, open up application process in October for a deadline of October 31. City Manager's office (or EBDA ED) will send letter to expiring board member to let them know that their term is expiring and they can reapply. Existing board member will complete an application if they choose to ask for reappointment.*
  - 3. *Candidates (including existing Board Members) will be interviewed and selected at the meeting in November.*
  - 4. *Nominee Board Member names will be sent to Council in December for confirmation.*

This will be reviewed with the City Attorney and City Manager and a draft of the updated Charter will come to the January 9 meeting. The updated Charter will then go to City Council for approval.

- c. No updates from EBDA Attorney on the non-profit status. Staff to complete updating of name change (dba CenterFuse) on legal documents. These will be brought to the January 9 meeting. CenterFuse has been filed with the Secretary of State.
- d. Subcommittee Reports:
  - 1. Strategic Workplan
    - i. Marketing Strategies – Member Vallejo reported that the RFP for CenterFuse Logo/Mark is complete. Please send names of qualified vendors to staff. The RFP will go out this week with due date of January 10, 2019
    - ii. Connecting with Businesses – Member Schactler reported on her meeting with Gallery One.
  - 2. Downtowners – no meetings since November
- e. Airport Update – Chamber has requested that they be removed from the letter. Staff will send out letter to board for review and if no comments within 24 hours, will mail it. Chair Perrie and Executive Director Honeycutt will sign.
- f. Review Comparisons – Member Fendley is finishing research. Councilmember Tabb shared that a utility comparison was presented to council on December 3<sup>rd</sup>, with additional information being presented on December 17. This is available on the City website.

**Financials** – Member Clark review financials. A payment for \$338 was received from Olympic Credit Union on December 11 for the Morissette-Hays Microloan. Expenses will be underspent for the year. Staff to contact Cashmere Valley Bank for saving account options.

**Staff Reports** – Staff shared a letter from the council for the insurance company regarding the Hobart claim. Staff will contact them and share contacts for previous staff and board members who should be able to assist them in their research. Staff is working with CWPR on the maintenance of the buildings.

**Adjournment:** Meeting adjourned 5:15 PM

**Drafted:** 12/13/18

**Approved:** 2/13/19