



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

REGULAR MEETING

Wednesday, January 9, 2019 - 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, Deborah Bezona, James Jankowski, Scott Fendley. Staff Carolyn Honeycutt and Council Liaison Bruce Tabb

Excused absence: Bill Provaznik

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

Motion to approve the agenda of the January 9, 2019 Meeting of the EBDA. Board Member Schactler; second Member Clark.

Approved.

Correction needed on 12/12/18 minutes – Chair Perrie’s name spelled incorrectly

Motion to approve December 12, 2018 corrected minutes. Board Member Clark; second Member Fendley.

Approved.

Motion to approve 2019 EBDA Officers as presented: Chair Linda Schactler, Vice Chair Jared Vallejo, Treasurer – Grant Clark, Secretary – Scott Fendley. Board Member Townsend; second Member Bezona.

Approved.

Board Business

a. Marketing: EBDA/CetnerFuse attorney Zimmerman advised no change to the Charter or Bylaws and instead pass a Resolution to recognize the bda CenterFuse. **Motion to Approve Board Resolution 2019-2 adopting name CenterFuse as the dba for the Ellensburg Business Development Authority.** Board Member Perrie; second Member Fendley.

Approved.

Marketing Subcommittee: Vice Chair Vallejo shared the timeline for the Design and Branding RFP, which is due tomorrow. The plan is for a draft to be presented at the February 13 meeting. Chair Schactler shared that she is working with CWU on an internship for database and website work.

b. CenterFuse attorney Zimmerman advised no amendment to the Charter to open expiring board seats for re-application. The current Charter allows for this, it is the process that should be updated. Staff will work with City Administrator staff on process.

- c. Staff shared that after input and consult with others, the Airport letter was not released. Staff met with Commissioner Wachsmith and Commissioner Wright on Tuesday regarding the current status of the Airport, the concerns of the board, and the situation with CWU. Staff will follow-up on specifics and suggested revising the letter to thank them for the meeting and reiterate concerns and follow-up items, which will include excerpts of the exiting letter. Board agreed that this was the best move. There was also discussion of CenterFuse involvement in development of a County Economic Development Commission.
- d. Chair Schactler shared a draft of the 2018 work plan review with updates on accomplishments and the draft of the 2019 strategic work plan. Several additions were suggested to 2019 plan. Board reviewed a list of current subcommittees and asked that the members consider how the work plan and subcommittees should align and how members would like to be involved.
- e. Treasurer Clark reviewed financials. Another payment from Morissette-Hays was received from Olympic Credit Union after reports were published. Clark also presented the updated 2019 Budget and Resolution. Resolution needs "2018 Original Budget" column name changed to "2019 Budget".

Motion to Approve Board Resolution 2019-1 adopting the 2019 CenterFuse Budget. Board Member Fendley; second Member Jankowski.

Approved.

Treasurer Clark and staff were instructed to research local Money Market rates and move funds to interest bearing account.

Executive Director Report – Staff shared that the 2018 state audit is complete but billing was not received in 2018. 2019 budget reflects estimated costs for both 2018 and 2019. New month-to-month lease with 60-day notice to cancel by either tenant or landlord was sent to ASI Arden. Staff shared an email from Kittitas County Public Works that the Binding Site Plan is with the County Planning Department and a draft 2019 Airport land lease will be sent to CenterFuse staff once Planning Department has signed off and the new lease language is approved by the BOCC. COG funding will be approved at the January 15 BOCC meeting. Due to time constraints, staff will email a recap of the Modern Millwork meeting on December 26 to the board.

Adjournment: Meeting adjourned 5:30 PM

Drafted: 1/9/2019

Approved: 2/13/19