



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

**REGULAR MEETING**

Wednesday, March 13, 2019 - 4:00 pm  
City Hall – Council Conference Room  
501 N. Anderson Street, Ellensburg

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

Excused absence: Scott Fendley.

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

**Motion to approve the agenda of the March 13, 2019 Meeting of the EBDA.** Vallejo;  
second Jankowski.

**Approved.**

**Motion to approve February 13, 2019 Minutes.** Clark; second Bezona.

**Approved.**

**Board Business**

1. City Finance Accounting Supervisor Holly Conti reviewed the Washington State Audit filing. There were no findings. CenterFuse Executive Board signed off on the audit and Holly will file the final report, which will complete the 2018 audit.
2. Board reviewed Amendment No. 1 to the Interlocal Agreement with the City of Ellensburg. Updates are needed to the entire interlocal agreement to specifically address repairs at the business incubator. Carolyn will work on this with Director Sackett and bring the draft to the board for input and revisions. If approved, Amendment No. 1 will be on the City Council Consent Agenda on March 18.

**Motion to approved Amendment No. 1 Interlocal Agreement with City of Ellensburg for Professional Services.** Grant; second Vallejo.

**Approved.**

3. Subcommittee Reports
  - a. Operations – Marketing lead Jared updated the logo/mark process and website development. CWU Intern Britton Hayes signed on to develop the website. Member Clark reviewed financials and the revised balance sheet.
  - b. SpaceForce – Committee Chair Steve shared that they will analyze the airport facility and develop criteria for selecting a building for potential redevelopment. Looking primarily at downtown buildings, but open to looking at facilities or new build outside downtown. Staff will connect with Dolarway Road developer.
  - c. MegaForce – Committee Chair Bill is working to recruit an economist to the committee and set a meeting time that works for everyone.

Staff will update the 2019 working document and get that out to the Board.

**Executive Director Report** – Scott Fendley notified Carolyn and Linda that he is stepping down from the Board. Members were advised to think about what skills are missing from the board that a new member could fill. Carolyn presented the Downtown Parking Study to Council at the March 4 meeting and is preparing an action plan with other City staff that will go to council on April 15. Carolyn and Linda attended the meeting of the Chamber’s County Economic Development Task Force, which is developing a strategic plan.

**Adjournment:** Meeting adjourned 5:05 PM

**Drafted:** 3/16/2019

**Approved:** 4/10/19