



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

**REGULAR MEETING**

Wednesday, April 10, 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, James Jankowski. Staff Carolyn Honeycutt and Council Liaison Bruce Tabb.

Excused absence: Deborah Bezona

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

**Motion to approve April 10, 2019 Agenda.** Perrie; second Vallejo.  
**Approved.**

**Motion to approve March 13, 2019 Minutes.** Clark; second Jankowski.  
**Approved.**

**Board Business**

1. Guests Jamie Rosen and Garrett Poshusta introduced themselves to the board. Garrett has submitted an application for the board vacancy and Jamie is considering it. Board shared ideas for skills that benefit and strengthen the current board. Needs could include data analysis, experience in business recruitment, and land use planning understanding. Board will interview at the May meeting and make a recommendation to the Council.

**Motion to appoint John Perrie as Board Secretary.** Vallejo; second Townsend.  
**Approved.**

2. Subcommittee Reports
  - a. FutureForce – Linda shared the status of FISH Food Bank’s search for a new location. They are looking at the Elmview building at the airport as a possible location. Jared shared concepts for logo design and board provided input. This will be finalized in the next few weeks. Linda rolled out the draft of the branding kick-off. Carolyn shared the status of the website, which is being built by CWU Intern Britton Hayes. Grant reviewed financials. FutureForce is reviewing the time and resources associated with operating the Incubator in conjunction with work on the Interlocal with the City.
  - b. SpaceForce – James is taking on the airport facility analysis. Milt Johnston is joining SpaceForce and others may be brought on board. Group may use the two meetings a month with a broader scope at one meeting and then the core board members at the other one.
  - c. MegaForce – Bill and a student intern are analyzing the data from the business visits and will be doing a door-to-door business survey. Seeking to find out what services businesses need.

**Executive Director Report** –Modern Millwork is in their 3<sup>rd</sup> year at the Incubator. CenterFuse is actively assisting them to find a new location to expand and connected them with the developer on Dolarway. Modern Millwork owner Steve Gunn recently notified that he will expand into his new facility at the end of the year and thanked us for pushing him to move on. Carolyn is working to find a new location for ASI in Unit 2 at the airport so Meda Nova can move in, which will actually use the facility in a light industrial capacity. Work continues on the Interlocal. Still no airport land lease, binding site plan is approved and they are waiting on Mylars (prints). We are seeking a \$30,000 fidelity bond quote for the Linda, Grant, and Carolyn. CenterFuse office has been located in the Elks building inside the Hotel Windrow Project Office and the office is now too busy with the success of their project. Carolyn is looking at space in The Elmira on Friday. This will affect the budget for office rental, but likely not the overall budget for the year.

**Other Business:** Linda informed the board that she is looking at Conflict of Interest templates and plans to bring one back to the board for consideration and review. FutureForce will meet with Angela San Filippo regarding Land Use and Comprehensive Plan.

**Adjournment:** Meeting adjourned 5:20 PM

**Drafted:** 4/23/19

**Approved:** 5/8/19