

ELLENSBURG BUSINESS DEVELOPMENT AUTHORITY
dba CenterFuse
BOARD OF DIRECTORS MEETING MINUTES

REGULAR MEETING
Wednesday, September 16, 2020 – 4:00 pm
Virtual Meeting

Members in attendance: Jared Vallejo, Linda Schactler, Garrett Poshusta, Grant Clark, James Jankowski, John Perrie

Others Present: City staff Beth Leader and Kirsten Sackett; Councilmember Stacey Engel and Carolyn Honeycutt

Excused absence: None

1. Chair Vallejo called the meeting to order at 4:02 pm
2. Approval of Agenda. John Perrie moved, Linda Schactler seconded. Motion approved with all in favor.
3. Approval of Minutes. Linda Schactler moved to approve the minutes of the August 12, 2020 meeting. Garrett Poshusta seconded. Motion approved with all in favor.
4. Board Business

a) **Administrative Support**

Linda gave an update on Carolyn's resignation and the meeting she and Jared participated in with John Akers and Mayor Tabb, regarding next steps for the EBDA. Linda and James created a job description for an Executive Director contract employee through EBDA, which was forwarded to members. Members discussed staffing levels and needs currently and in the future.

Linda Schactler moved to adopt the Executive Director job description with amendments as discussed and move forward with recruitment. James Jankowski seconded. Motion approved with all in favor.

Jared spoke about an agreement with Carolyn for assistance with transition over the next few months, and use of 60 hours through the end of the year to assist the board, as well as a new Executive Director. John commented on review of applications and interviewing and nominated Jared, Linda and James.

b) **Broadband RFP Status Update**

Jared stated that Carolyn would continue to be the contact, and Linda explained next steps for an intake meeting with the contractor. James, Linda

and Garrett will participate in the broadband oversight committee.

c) **Property Management**

Jared reviewed the discussion with the County for the land lease. An Amendment has been proposed to review and sign and will proceed to the lease. There was discussion regarding potential purchase of the building by the County and a possibility of being the lienholder of the property. Committee consensus was to consider accepting payment terms.

Additional items discussed:

- Beth inquired about Vouchers and whether August had been signed. Carolyn will forward that information to Beth;
- There was discussion regarding the current open board position, due to Andreas Bohman resigning and whether there were any applications received. Beth will check with the Manager's office;
- Beth stated the Incubator Appraisal has been received and is currently being reviewed by the City Manager;
- Beth explained the insurance payment to Great American had not been paid by August 2nd and was sent overnight for reinstatement.

Adjournment: Meeting adjourned 4:57 pm

Drafted: 9/29/2020

Approved: 10/14/2020

Submitted by: Beth Leader



Ellensburg Business Development