

ELLENSBURG BUSINESS DEVELOPMENT AUTHORITY
dba CenterFuse
BOARD OF DIRECTORS MEETING MINUTES

REGULAR MEETING
Wednesday, October 14, 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 4:04 pm
2. Approval of Agenda. Linda Schactler moved, Garrett Poshusta seconded. Motion approved with all in favor.
3. Approval of Minutes. John Perrie moved to approve the minutes of the September 16, 2020 meeting. Garrett Poshusta seconded. Motion approved with all in favor.
4. Board Business

a) **Administrative Support**

Linda gave an overview of the conversation with the City Manager and Mayor regarding the status of EBDA. Preference was for the EBDA to be independent from the City, including the financial aspect, which the board could have done by a bookkeeper or accountant. Members discussed the two options available.

Linda Schactler moved the Board hire an Executive Director and coordinate with the city and the new Executive Director to develop a strategy for addressing day-to-day and annual finance obligations. John Perrie seconded. Motion approved with all in favor.

Garrett asked about a potential increase of hours and pay for the new position. Linda reviewed the requirements for an employee, as opposed to a contractor. John suggested a sub-committee for the recruitment process and review of applicants. Linda, Jared and Grant will serve as the review committee.

b) **Broadband RFP Status Update**

Carolyn stated the contract with Department of Commerce is due March 5th

and a quarterly report will be due, which she is working on completing. There was discussion of information obtained through other entities and contacting businesses.

c) Property Management

Jared stated he signed the County land lease agreement, and EBDA will owe back rent to the County. The County will be holding a public meeting to discuss the addendum and will be signed sometime in the future.

Members discussed the incubator past due rent and the potential for purchase of the building. There was also discussion of property management and the potential of an outside company overseeing that for EBDA. The Board will wait for additional information from the City before moving forward.

d) Committee Updates

Jared stated the Strategic Plan will need to be reviewed.

Future Force – working on the Executive Director job description and working on identifying funds for marketing strategy.

Space Force – James and Grant met regarding potentially selling the Airport Incubator building and identifying real estate availability.

Mega Force – Jared and Garrett spoke about inventory for the future and working on the downtown broadband project and working with the City to see what costs would be. Linda suggested researching a potential over the air solution.

5. Items for Future Consideration

- Linda recommended the board consider membership vacancies and moving back to a nine member board.
- Jared reminded members of consideration of officers for next year.
- Stacey asked to clarify that the EBDA will be independent of the City and Linda explained reporting to City Council by EBDA will still be done as included in the Interlocal Agreement.

Adjournment: Meeting adjourned 5:24 pm

Drafted: 10/20/2020

Approved: 11/11/2020

Submitted by: Beth Leader