

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

REGULAR MEETING  
Wednesday, November 11, 2020 – 4:00 pm  
Virtual Meeting

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

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

Absent: John Perrie

1. Chair Vallejo called the meeting to order at 4:04 pm
2. Approval of Agenda. Linda Schactler moved, Grant Clark seconded. Motion approved with all in favor.
3. Approval of Minutes. Grant Clark moved to approve the minutes of the October 14, 2020 meeting. James Jankowski seconded. James requested the minutes be amended to reflect John Perrie was included in item 4.d – Space Force report.

Linda Schactler moved to amend the minutes as requested. James Jankowski seconded. Amendment approved with all in favor.

Motion approved with all in favor.

4. Board Business

a) **Interlocal Agreement (Action)**

Linda explained the revisions to the proposed Interlocal Agreement with the City of Ellensburg.

Linda Schactler moved the Board approve the new Interlocal Agreement with the City of Ellensburg. Grant Clark seconded. Motion approved with all in favor.

b) **Hiring Committee Recommendation (Executive Session)**

Members recessed into Executive Session at 4:15 pm to discuss potential recommendations for the Executive Director Position and anticipated it would take 15 minutes.

The Board reconvened at 4:25 pm.

c) **ED Hiring (Action)**

Linda Schactler explained Margaret Reich submitted an application and board members felt she would be a good fit.

Grant Clark moved the Board offer the Executive Director position to Margaret Reich. Linda Schactler seconded. Motion approved with all in favor.

d) **Broadband RFP Status Update**

Carolyn sent a link for the survey out and will also do advertising. Members discussed the difficulty with businesses cooperating with requests to participate in interviews. They have tried to contact Ellensburg School District to participate and have not received a response. It was hoped to have interviews completed by the week of November 16<sup>th</sup>.

e) **Property Management Updates**

Jared explained the County approved the land lease and he will sign the contract on Thursday. It's anticipated that the County will lease Unit #1 at the Airport beginning January 1, 2020.

James and Carolyn met regarding a business application for a unit at the Business Incubator. There was discussion about use of the building and potential future sale. Carolyn stated many improvements need to be made before the business can move in. After discussion about the use of the building and current rates, it was recommended to offer a rate of .56 cents per square foot the first year and increase to market rate for following years. Space Force can look into rental rates for the future. Carolyn will contact the business to discuss further.

f) **Committee Updates**

1) **Strategic Plans/Goals**

**Mega Force** – Garrett reported that work on the broadband proposal is being done. There was discussion of ways to provide support to businesses, possibly pre-recorded online sessions to obtain information from the City with information on permitting, planning issues, etc. Carolyn stated the board needed to make a decision on the grant from the Chamber of Commerce. Jared explained there was a \$2000 grant available to the board, which could be used to buy a laptop & equipment for use by the Chamber. It was questioned who would maintain the device, and Linda suggested Margaret, since she would possibly need a laptop to use.

Linda Schactler moved that Centerfuse dedicate grant funding disbursed from the Chamber to offer for e-commerce training the Chamber will do in Ellensburg. Garrett Poshusta seconded. Motion approved with all in favor.

**Space Force** – James reported on the review of space inventory, both existing and what is needed. He stated what’s listed on the website is a start.

**Future Force** – Linda reported there was discussion of a plan to go through first quarter of 2021; suggest doing a board self-evaluation by December of 2020; and will work with the new Executive Director. For outreach, they’ll want to brief City Council on the board status by January, finish the broadband study and complete a grant for future broadband work by first quarter of 2021. She explained there was discussion of launching a mini campaign to the Puget Sound area to encourage tele-commuters to work from Ellensburg, to begin by mid-December. She also suggested a board meeting in January to review Strategic Plan goals and the self-evaluation.

Carolyn reminded the Board that nomination of Officers needed to take place in December, with approval in January. There was discussion about reviewing the board structure and strategies.

- 2) Proposal for Community Connect Downtown WIFI Project  
Member consensus was there was not enough time during the meeting to review, so would be tabled until the December meeting.

#### 5. Items for Future Consideration

- Carolyn stated she would like to share a report with the board for a feasibility study for an innovation hub project being done in Lewiston Idaho, when it’s completed.
- Beth reviewed information concerning the EBDA phone line (through the City) and that her staff services would be ending as of that meeting.

**Adjournment:** Meeting adjourned 5:32 pm

**Drafted:** 11/12/2020

**Approved:**

**Submitted by:** Beth Leader