

CenterFuse

ELLENSBURG'S BUSINESS DEVELOPMENT AUTHORITY BOARD OF DIRECTORS MEETING MINUTES

REGULAR MEETING

Wednesday, December 9, 2020 – 4:00 pm
Virtual Meeting

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

Others Present: Ellensburg City Council liaison, Stacey Bankston Engel; Centerfuse Executive Director, Margaret Reich

1. Chair Vallejo called the meeting to order at 4:01 pm
2. Approval of Agenda. Linda Schactler moved, Garrett Poshusta seconded. Motion approved with all in favor.
3. Approval of Minutes. Linda Schactler moved to approve the minutes of the November 11, 2020 meeting. Grant Clark seconded. Motion approved with all in favor.
4. Board Business

a) **Financial Report (Action)**

Discussion by the Board about signatory authority on the Cashmere Valley Bank account. Linda Schactler moved to approve signing authority on the Cashmere Valley Bank account to include the Executive Director, Treasurer and Board Chair. Grant Clark second. Motion approved with all in favor.

A second motion was made by Grant Clark to permit the Executive Director to sign checks less than \$2,500, and for checks \$2,500 and greater, the Executive Director signs along with either the Board Chair or Treasurer. Linda Schactler second. Motion approved with all in favor.

Ellensburg Distillery made a proposal to Centerfuse about their past due debt. Executive Director Reich indicated the remaining amount due is around \$1,500. The Ellensburg Distillery asked to pay \$1,000 and have the debt is cleared. James Jankowski moved that Executive Director Reich contact Ellensburg Distillery with the offer to accept \$1,000 as payment in full within 30 days. Grant Clark second.

Motion approved with all in favor.

b) Accountant/Bookkeeper hiring

Members discussed the possible responsibilities an accountant or bookkeeper might provide to EBDA. Grant Clark and Margaret Reich indicated they would be willing to meet with local accounting firms about services offered. Linda Schactler moved that the Board direct Grant Clark and Margaret Reich to seek services of an accountant and/or bookkeeper that best represent the needs of EBDA. Grant Clark second.

Motion approved with all in favor.

c) Review of draft 2021 annual budget

Members reviewed the proposed 2021 annual budget. As per the City of Ellensburg's Interlocal Agreement, each year at the January meeting an annual budget is to be adopted.

d) Board decisions

There is a current board vacancy. Each board member is asked to think of one person they would like to see serve on the board, and share that information at the January meeting, thinking about 'what expertise do we have and what do we want'.

Board officer elections are scheduled for the January 2021 meeting. Nominated for officer positions in 2021 are: James Jankowski, Chair; Linda Schactler, Vice Chair; Grant Clark, Treasurer; and Garrett Poshusta, Secretary.

e) Property Management Updates

The updated land lease agreement for the EBDA Airport Building (3110 N. Airport) with Kittitas County is signed. The County is in the process of approving and signing the lease of Unit #1 at the EBDA Airport Building beginning January 1, 2021. With the lease of Unit #1, all four units at the EBDA Airport Building are leased.

There are two tenants at the City of Ellensburg's Incubator; one of the tenants leases two units. Two units are vacant. Discussion about the type of tenant the board wishes to lease space to, and the need to further promote vacancies. Members considered the possibility of locating the EBDA office at the Incubator after the current office lease expires.

f) Project Updates

1) Broadband

Garrett reported that the bulk of the work on the broadband proposal is wrapping up. Gathering of speed test data is still underway. A deadline for accepting responses to the speed test is December 18, 2020. Board members will contact tech experts to see if they would consider reviewing the consultant report when complete.

2) Community Connect Downtown Wifi

Garrett provided an update on the City of Ellensburg's project to install a HUB at the visitor center in downtown Ellensburg and test a distributed pilot project. Members will continue to monitor the City's pilot project and use the Broadband Feasibility Study Report to help guide points of connection.

3) Marketing

A RFQ was sent to businesses for marketing services to remote workers. A respondent was selected to start a 60 day campaign late December 2020 surrounding the phrase "The Answer Is Ellensburg".

g) **Committee Updates**

Strategic plans/goals

James requested a meeting to talk about the strategic plan and board retreat.

5. Items for Future Consideration

- Margaret to check on the lease term for the office space.
- Discuss options for the city's incubator building
- Approve 2021 board officers and budget

Adjournment: Meeting adjourned 5:34 pm

Drafted: 12/12/2020

Approved:

Submitted by: Margaret Reich



Ellensburg Business Development