



Centerfuse

Ellensburg Business Development Authority
BOARD OF DIRECTORS MEETING MINUTES
Regular meeting held synchronously in-person and virtually
Wednesday, May 11, 2022
4:00-5:30 PM

Members in Attendance: Garrett Poshusta, Chair; Andreas Bohman, Vice Chair; Grant Clark, Treasurer; Del Bankston, Secretary; John Perrie, Board Member; Jennifer Lubanski, Board Member, and James Jankowski, Board Member

Excused: Jared Vallejo, Board Member; Bob Rapp, Board Member

Others present: Rich Elliott, Ellensburg City Council liaison; and Margaret Reich, Executive Director

1. Meeting Called To Order

Meeting was called to order at 4:00 PM

2. Approval of Agenda

Motion to approve the meeting's agenda by Del Bankston, second by Grant Clark. Motion approved by unanimous vote.

3. Approval of Minutes

Motion to approve April 2022 regular meeting minutes by Grant Clark, second by John Perrie. Motion approved by unanimous vote.

4. Board Business

a. Organizational Effectiveness

Grant Clark, Treasurer presented the financial reports. Executive Director Reich provided updates pertaining to the USDA RBDG grant application and information received from Sen. Murray's office regarding the two direct funding requests.

Executive Director Reich updated the board on the status of the staffing study, and her communications with CWU's College of Business.

Executive Director Reich discussed the desire by two tenants at the EBDA Business Park (aka Airport Building) to swap locations effective July 1, 2022. Advice from legal counsel is to terminate existing lease agreements and enter into new ones for each tenant effective July 1, 2022. Both tenants have in hand and are reviewing the new lease agreement.



Motion to authorize the termination of existing leases and replace them with new effective July 1, 2022 to facilitate unit swap for tenants in unit #1 and unit #2 by Del Bankston, second by Grant Clark. Motion approved by unanimous vote.

Existing tenant, BD Wraps and Vinyl, is moving from unit #2 to unit #1 July 1, 2022 and wishes to make leasehold improvements to the space that do not require permitting, including adding a customer lobby area, creating two office spaces where one currently exists, remove one bathroom, add countertop and cabinets around existing sink, and add storage/small workspace. As per the lease agreement

At the termination of this lease, and with prior written consent of Landlord, Tenant may remove any alterations which it has made pursuant to this Section 4, provided such removal can be and is done without damaging the Premises or the structure in which it is situated (i.e. Building) and the Premises are left in, or brought back to, its previous condition.

A preliminary drawing of the proposed leasehold improvements was shared with the board.

Motion to authorize BD Wraps and Vinyl's proposed leasehold improvements provided that the tenant, upon termination of lease, shall return the unit to its original condition unless they remove the improvements (as per the lease) or the new incoming tenant wishes to retain the improvements by John Perrie, second by Grant Clark. Motion approved by unanimous vote.

b. Build Local Capacity

Board member Lubanski shared information about the Creative District Leadership sessions. Executive Director Reich spoke about Washington Commerce's interest in connecting with Ellensburg's arts community to get the word out about the availability of upcoming funding, and the incomplete information contained in the TIP Strategies Kittitas Network Analysis. Council Liaison Elliott said he would assist with getting accurate information listed. Board members Poshusta, Lubanski and Bankston shared their reflections on the Economic Summit.

The board directed staff to further investigate the Washington Commerce Building for the Arts grant program.

c. Marketing

The CenterFuse website is now complete. The Start In Ellensburg UGA layer is functional, and a business plan template and form is now available.

The board directed staff to work with the Marketing Advisors to capture information about user experience on websites and social media to make available at board meetings.

d. Business Recruiting

Executive Director Reich presented information about the Community Economic Revitalization Board (CERB) planning grant, meetings with CERB staff, and an invitation to 'pitch' the proposed project in June prior to the July CERB meeting.

Motion to approve Resolution 3 authorizing the Executive Director to make application to CERB for a \$50,000 planning grant funds and commit \$12,500 in match by Del Bankston, second by Jennifer Lubanski. Motion approved by unanimous vote.

Executive Director Reich provided an update on the Cat Tank Business Plan competition, West Interchange developer meeting, and Canals of Ellensburg developer meeting, as well as issues arising with permitting the Consolidated broadband expansion.

5. **For the good of the order**

Board member Bohman mentioned that Chamber CEO reached out to him to find out what CenterFuse is up to. Board member Bohman suggested staff communicate with upper county representatives, too, in an effort to share information.

6. **Adjournment** – time 5:30 Motion to adjourn by Del Bankston

Drafted: 5/12/2022

Approved: *Del Bankston*

Submitted by: Margaret Reich

