



## Centerfuse

**Ellensburg Business Development Authority**  
**BOARD OF DIRECTORS MEETING MINUTES**  
Regular meeting held synchronously in-person and virtually  
**Wednesday, September 21, 2022**  
**4:00-5:30 PM**

Members in Attendance: Garrett Poshusta, Chair; Grant Clark, Treasurer; Del Bankston, Secretary; John Perrie, Board Member; Jennifer Lubanski, Board Member, James Jankowski, Board Member; Jared Vallejo, Board Member; and Bob Rapp, Board Member

Absent: Andreas Bohman, Vice Chair

Others present: Rich Elliott, Ellensburg City Council liaison; Bill Swan, Principal FIT HR; and Margaret Reich, Executive Director

### 1. Meeting Called To Order

The Chair called the meeting to order at 3:59 PM

### 2. Approval of Agenda

Chair Poshusta asked if there were any revisions to the agenda. Executive Director Reich requested to add to the agenda the result of the consultant responses to the non-residential inventory RFP.

Motion to approve the September 2022 meeting's agenda as amended by John Perrie, second by Del Bankston. Motion approved by unanimous vote.

### 3. Approval of Minutes

Motion to approve the August 2022 regular meeting minutes by Grant Clark, second by James Jankowski. Motion approved by unanimous vote.

### 4. Public Comment

None.

### 5. Board Business

#### a. Organizational Effectiveness

Grant Clark, Treasurer presented the financial reports.

Executive Director Reich updated the board on the status of the two Community Economic Revitalization Board (CERB) grant applications presented to the CERB Board Sept. 15<sup>th</sup> ; and provided information from the Chamber regarding their two Small Business Innovation Fund grant applications, and a draft city of Ellensburg interagency agreement.



Executive Director Reich reminded the board that the two CERB grant applications required a motion to accept funds and authorize staff to sign grant contracts.

Motion to accept the \$50,000 grant funding from Community Economic Revitalization Board (CERB) Planning Grant Program along with cash match of \$12,500 for the Wood Products Feasibility Study and authorize staff to proceed with submitting grant award documents by Del Bankston, second by James Jankowski. Motion approved by unanimous vote.

Motion to accept the \$50,000 grant funding from Community Economic Revitalization Board (CERB) Planning Grant Program along with cash match of \$12,500 for the I-90 West Interchange Private Development Study and authorize staff to proceed with submitting grant award documents by Grant Clark, second by Jared Vallejo. Motion approved by unanimous vote.

Executive Director Reich presented resolution 2022-7 directing staff to pursue a grant application to the Kittitas County's Sales & Use Tax Public Facilities Distressed County Sales and Use Tax Grant Program in the minimum amount of \$72,000 with a commitment of ten percent local cash match by the October 7, 2022.

Motion to submit and sign a grant application to the Kittitas County's Sales & Use Tax Public Facilities Distressed County Sales and Use Tax Grant Program for a minimum of \$72,000 and ten percent cash match by Grant Clark, second by John Perrie. Motion approved by unanimous vote.

Bill Swan, Principle at FIT HR, is performing the CenterFuse staffing study. Bill provided a progress report on his work to date. His recommendation is to make the current Executive Director position fulltime and to add a second staff position.

Motion to proceed with the staffing study recommendation to create two positions by John Perrie, second by James Jankowski. Motion approved by unanimous vote.

b. Build Local Capacity

The countywide economic development plan is holding a meeting in October for Economic Development Organizations. Staff has learned that the Washington Commerce Building for the Arts grant proposal, prepared by staff on behalf of the Clymer Foundation, is included in the Commerce funding requests being sent to the Governor. CenterFuse received one response to the non-inventory buildings and land RFP and staff is proceeding with the awarding the professional services contract.

Board members shared information and thoughts about the September 6<sup>th</sup> Ellensburg City Council meeting. Councilmember Elliott indicated the past two CenterFuse presentations were very well received by Ellensburg City Council. There were also discussions about the recent Ellensburg utility rate study and its potential to adversely impact business development. The board directed staff to prepare a response to the proposed study recommendation as it places Ellensburg in a competitive disadvantage, and to prepare budgetary requests for city council. The second reading for the



adjustment of building permit fees for buildings valued over \$500,000 passed at the September 6<sup>th</sup> council meeting and will go into effect soon.

c. Marketing

The board encouraged staff to pursue getting the word out about CenterFuse's many accomplishments. Staff will work with the Marketing Advisors to do so. A new website analytics template was shared.

d. Business Recruiting

The prospective large distribution center submitted a request to the Washington State Governor to receive an award of funds from the Governor's Strategic Reserve Fund.

6. **For the good of the order**

A process for 2023 strategic planning was shared. The October 12<sup>th</sup> board meeting will be devoted to strategic planning.

7. **Adjournment** – time 5:26 Motion to adjourn by Del Bankston

**Drafted:** 9/26/2022

**Approved:** *Del Bankston*

**Submitted by:** Margaret Reich

