



Centerfuse

Ellensburg Business Development Authority
BOARD OF DIRECTORS MEETING MINUTES
Regular meeting held synchronously in-person and virtually
Wednesday, September 13, 2023
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; Bob Rapp, Board Member; Jennifer Lubanski, Board Member; and Jared Vallejo, Board Member.

Others present: Rich Elliott, Ellensburg City Council liaison; Kelle Vandenberg, city of Ellensburg; Matt Carston, Economic Development Assistant, and Margaret Reich, Executive Director

Absent: James Jankowski, Board Member

1. Meeting Called To Order

The Chair called the meeting to order at 4:00 PM

2. Approval of Agenda

Motion to approve the amended agenda for the September 2023 regular board meeting by John Perrie, second by Del Bankston. Motion approved by unanimous vote.

3. Approval of Minutes

Motion to approve the August 16, 2023 regular meeting minutes by Grant Clark, second by John Perrie. Motion approved by unanimous vote.

Motion to approve the August 22, 2023 special meeting minutes by Grant Clark, second by Bob Rapp. Motion approved by unanimous vote.

4. Public Comment

None

5. Board Business

a. Organizational Effectiveness

Grant Clark, Treasurer presented the financial reports. Motion to approve the August, 2023 voucher in the amount of \$46,843.74 by Grant Clark, second by Del Bankston. Motion approved by unanimous vote.

Executive Director Reich updated the board on monthly metrics, status of the Feasibility Study, and hiring of a new Executive Director. The board reviewed and discussed a template for an Interlocal Agreement.



Motion to approve the Interlocal Agreement Template as presented by Del Bankston, second by John Perrie. Motion approved by unanimous vote.

Executive Director Reich presented Resolution 2023-5 authorizing the Executive Director to sign the agreement to accept Kittitas County for 2024 Distressed County Grant in the amount of \$72,000, with a 10% cash match.

Motion to approve Resolution 2023-5 as presented by Del Bankston, second by Bob Rapp. Motion approved by unanimous vote.

b. Build Local Capacity

Board member Lubanski updated the board on the Ellensburg's Arts & Culture Alliance including a social event on September 21st, and Executive Director Reich anticipates receiving the Artist Performance and Production Space study later this month. Also, the decision by Washington Commerce on the electric vehicle charging grant CenterFuse authored for the city of Kittitas is still pending.

City Council liaison Rich Elliott complimented CenterFuse for connecting CWU Catering with the fire response team.

c. Marketing

Executive Director Reich shared Manastash Media's monthly digital marketing analytics report and Assistant Carstens the key industry recommendations report.

d. Business Recruiting & Expansion

The Executive Director provided a progress report on the grant funded projects including the CERB I-90 West Interchange Private Development study, and the CERB Value-Added Wood Products study. The Washington Commerce Innovation Cluster Accelerator Program Launch strategy session is scheduled for September and a second cohort meeting in October.

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

Announcements: Kittitas County Airport management staff have been let go. Public Works is handling airport management. Kittitas PUD has completed their lighting audit, and Assistant Carstens reported lighting improvements would cost \$22,000 and potentially save tenant electric bills \$12,000/year. Office rent is increasing starting November 2023. Two tenant leases at the Business Park at Bowers Field are up for renewal at the end of the year, and tenants have been notified. The board term for members Bohman, Bankston and Rapp ends the end of this year. Vice Chair Bohman indicated he will not reapply and would end his term prior to year's end if a candidate was found to fill his position. The city is hosting the countywide economic development plan kickoff on September 28th.

7. **Adjournment** – time 5:03 Motion to adjourn by Del Bankston.

Drafted: 9/18/2023

Approved: *Del Bankston*
Submitted by: Margaret Reich