

**CenterFuse**  
**Board of Directors Meeting**  
REGULAR MEETING Agenda  
Wednesday, March 11, 2020 - 4:00-5:30 pm

- 1. Call to order**
- 2. Approval of the agenda\***
- 3. Approval of minutes\* January 8, 2020 regular meeting and January 24, 2020 Special Meeting** (no minutes for February 11, 2020 due to lack of quorum)
- 4. Board Business**
  - a) Approve updated Budget Resolution 2019-3**
  - b) Board Vacancies** – interview candidates and vote
  - c) Review and Vote on interlocal with City for staff hours increase**
  - d) January Planning Retreat -**
    - I.** Review and adopt Mission / Vision / Values
    - II.** Committee Reports on strategic plan action steps
- 4. Executive Director report**
- 5. Public Comment**
- 6. Adjournment**

NEXT MEETING: April 8, 2020 at 4:00 PM – Council Conference Room

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**Board Members:**

Jared Vallejo, Chair  
Linda Schactler, Vice Chair  
Grant Clark, Treasurer  
John Perrie, Secretary

Bill Provaznik  
Vacant (exp 12/2020)  
James Jankowski  
Vacant (exp 12/2020)  
Garrett Poshusta

**Council Liaison:** Stacey Bankston Engel

**Staff:** Carolyn Honeycutt

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

REGULAR MEETING

Wednesday, January 24, 2020 – 11:00 am  
Community Health of Central Washington Conference Room  
521 E Mountain View Ave, Ellensburg

In attendance: Bill Provaznik, Jared Vallejo, Linda Schactler, Garrett Poshusta, Grant Clark, James Jankowski, City Council member Bruce Tabb and staff Carolyn Honeycutt.

Excused absence: Steve Townsend, John Perrie, Jamie Rosen

1. Chair Vallejo called the meeting to order at 11:00 am
2. Members reviewed and discussed rewrite of Mission / Vision / Values
3. Members discussed visioning of CenterFuse in 3 years and identified potential pathways and goals for consideration in a 3 year road map.
  - a) Attract new businesses of median wage or better
    - I. Goal – 3 per year
    - II. Goal – Attend 3 conferences per year
    - III. Goal – Understand and expand broadband
    - IV. Goal – Expand marketing and outreach
    - V. Goal – Support Creative Community
    - VI. Goal – Ignite local investing
    - VII. Goal – Provide better navigation of City to businesses and developers
  - b) Enhance Business Space Capacity
    - I. Goal – Assess current situation (vacancies)
    - II. Goal – Assess opportunities
    - III. Goal – Align capacity and demand (comp plan)
    - IV. Goal – Square footage measurable
    - V. Goal – Assess what the tools are and what is missing
    - VI. Goal – Develop partnerships with realtors and developers
    - VII. Goal – Move forward with sale of Incubator and Airport facilities
  - c) Enhance Brand Awareness Regionally (both City and CenterFuse)
    - I. Goal – City – recognition, marketing (what are we known for), conferences
    - II. Goal – CF - Responsiveness – quality and speed
    - III. Goal – CF - Recognition
    - IV. Goal – CF - Marketing (what are we known for)
    - V. Goal – CF – more UnWind events
    - VI. Goal – CF – attend more conferences
  - d) Support Existing Local Business Climate
    - I. Goal – Support Creative Economy

- II. Goal – Host more UnWind events
- III. Goal – Understand and expand Broadband
- IV. Goal – Expand knowledge of consulting and business resources
- V. Goal – Understand business climate through focus groups
- VI. Goal - Provide better navigation of City to businesses and developers
- VII. Goal – Enhance entrepreneurship culture

e) Plan for resource and budget needs

f) Document outcomes and measurements of success

**Adjournment:** Meeting adjourned 1:00 pm

**Drafted:** 2/3/2020

**Approved:**

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

REGULAR MEETING  
Wednesday, January 8, 2020 - 4:00 pm  
City Hall – Council Conference Room  
501 N. Anderson Street, Ellensburg

In attendance: John Perrie, Bill Provaznik, Jared Vallejo, Linda Schactler, Garrett Poshusta, Grant Clark, James Jankowski, and staff Carolyn Honeycutt.

Excused absence: Steve Townsend, Jamie Rosen

1. Chair Schactler called the meeting to order at 4:00 PM.
2. **Motion to approve January 8, 2020 Agenda.** Clark; second Perrie.  
**Approved.**
3. **Motion to approve December 11, 2019 Regular Meeting Minutes.** Vallejo; second Jankowski.  
**Approved.**
4. **Board Business**
  - A. 2020 Slate of Officers Nominated at the December 11, 2019 Meeting.  
Schactler called for a vote on **Jared Vallejo for Chair.** All approved. Vallejo assumed the Chair position.  
Vallejo called for a vote on **Linda Schactler for Vice Chair.** All approved.  
Vallejo called for a vote on **John Perrie for Secretary.** All approved.  
Vallejo called for a vote on **Grant Clark for Treasurer.** All approved.  
Vallejo called for a vote of hands on slate of officers. All Approved.
  - B. **Motion to approve and sign the Airport Land Lease as presented after edits from CenterFuse Attorney Chuck Zimmerman and send on to Kittitas County Public Works.** Clark; second Schactler.  
**Approved.**
5. **January Planning Retreat** – Board reviewed and discussed existing Mission/Vision/Values. Vallejo assigned Provaznik, Jankowski, and Schactler to revise before the retreat. Retreat was set for Friday, January 24, 2020 from 11:00 am to 1:00 pm. Staff will find a location.
6. **Executive Director Report** – Staff provided updates on the Broadband Feasibility Study, upcoming meetings with a prospect, move of the website to Word Press, status of the airport and extension of CWU as FBO, handed out the MSRC report on Public Development Authorities, and the WEDA Conference. Board discuss support of the 1/10 of 1% Sales and Use Tax for Behavioral and Mental Health Support that is going before the County Commissioners. Discussed importance of this initiative and the need to tie our letter to

economic development.

**Motion to submit a letter to Commissioners to support 1/10 of 1% Sales and Use Tax for Behavioral and Mental Health Support.** Poshusta; second Jankowski.  
**Approved.**

**Adjournment:** Meeting adjourned 5:15

**Drafted:** 1/20/2020

**Approved:**



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Ellensburg Business Development



## CENTERFUSE

Economic Business Development  
Ellensburg, WA

### STAFF REPORT

**DATE:** March 5, 2020

**TO:** CenterFuse Board

**FROM:** Carolyn Honeycutt, Executive Director

**SUBJECT:** Monthly Update

**Budget Resolution** – As I was prepping financials for my meeting with the Treasurer, I had to update the budget for 2020 and found an error in the original budget resolution. I also adjusted the budget to allow for CenterFuse to pay the City additional funds to cover taking my salary from 24 to 30 hours. Included in the packet is an updated budget and budget resolution for board approval.

**Board Vacancies** – Two people have applied to the CenterFuse Board, their applications are attached. At the meeting the board will interview the candidates, answer questions and vote on the board seats.

**Chamber Annual Meeting** – We ended up with a great mix of people at our table for next Thursday – Jared, Bruce Tabb, Brett Wachsmith, Grant, James, me, plus two significant others. Linda will be at the CWU table and we connect her with Commission Osiadacz, who had also accepted our invitation.

**Airport Lease** – I met with the new Airport Manager along with David Miller. He has new direction for the airport and economic development. No further development on the airport lease at this time.

**Interlocal** – At the end of 2019, the board sent a recommendation to Kirsten Sackett to utilize available COG funding to increase staff hours to 30 from 24. This is included in the packet for your review.

**.09 Funding Sunset** – The bill for to remove the sunset for the .09 funding has failed. However the sunset is not until 2023. At the Chamber Government Affairs luncheon I suggested we work as a Kittitas County united front, with stories, facts, and figures and meetings with legislators. We will also stay connected with the efforts of WEDA.

**Incubator** – Took FISH for a walk through of the Incubator and have had some inquiries on developers interested in the building. Recommendation will go to council will go in early April.

**Prospect Meetings** – No updates.

**Website** – Jared and I had the first meeting with the web designer, IvyCat. They plan to have the website up by the end of March. We are redesigning a few of the existing pages and the resources page will become the “How to” guide.

**2020 Economic Symposium** – The Washington Employment Security Department (ESD) is hosting the symposium on April 14 in Pasco, WA. Jared and I are planning to attend. Let me know at the meeting if you are interested and I will get everyone registered. Cost is \$100 per person and we have this in our travel budget. It also fulfills one of our goals of training and education. More information is available here:  
<https://esd.wa.gov/EAWA-Symposium>.

**Enterprise Challenge Grant Competition** – I was a judge for this year’s competition and was very impressed with the top 12 entrepreneurs. They narrowed down the list to the top 6 with the top awards (fill in with the final 6, emailed Chamber) of \$10,000, \$5,000, and \$2,500 being awarded by the end of the month. Congratulations to Little Hopper, Junk Bros 509, Early Bird Eatery (Ellensburg!), Elite Tours, Nomad Mercantile, Clean Cut the Mens Shop (Ellensburg!), and Vida Health Bar.

**Arts Commission** – The Arts Commission released an RFP for the first Ellensburg Poet Laureate. Submissions are due by late March 16. Let me know if you would like me to forward the RFP. They must be a Kittitas County resident and there is a stipend available of up to \$2500 per year.

## Application for Appointment

Application for Appointment

*For volunteering to serve on a Board or Commission*

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Boards & Commissions	Ellensburg Business Development Authority
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Name of Applicant:	RENEE FYALL
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Address	261 BROWN RD
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Mailing Address (If Different)	<i>Field not completed.</i>
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City	ELLENSBURG
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State	WA
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Zip	98926
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Email Address	<a href="mailto:renee@dmarieinteriors.com">renee@dmarieinteriors.com</a>
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Phone Number	5093060643
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Length of Residence in Ellensburg	35
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Do you live within the city limits?	No
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If applying for the Sr. Citizens' Advisory Board, are you at least 55 years of age?	No
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Occupation Status and Background:	Interior Designer, grew up in Ellensburg on on a farm and have worked in the community as a designer for the past 12 years. Local business owner for about 4 years now
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Organization Affiliations:	Currently on the Design committee with the EDA.
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Why are you seeking appointment?	As a business owner, property owner and overall desire to benefit this community.
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Will you be able to attend meetings regularly if appointed?	Yes
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If your first choice, as listed above, is not available, which other boards or commissions would you be interested in serving on?

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Boards & Commissions

Landmarks and Design Commission

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Boards & Commissions

Arts Commission

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System: 2/18/2020 4:12:52 PM  
User Date: 2/18/2020

Ellensburg Business Developmen  
COMPUTER CHECK REGISTER  
Payables Management

Page: 1  
User ID: ambroseb

Batch ID: 021820EBDA  
Batch Comment:

Audit Trail Code: PMCHK00000052  
Posting Date: 2/18/2020

Checkbook ID: OPERATIONS

\* Voided Checks

Check Number	Date	Payment Number	Vendor ID	Check Name	Amount
11157	2/18/2020	11390			
11158	2/18/2020	11391	000002	Abracadabra	\$250.00
11159	2/18/2020	11392	000010	City of Ellensburg	\$826.47
11160	2/18/2020	11393	000022	Jerrol's	\$29.23
11161	2/18/2020	11394	000026	Kittitas PUD	\$88.02
11162	2/18/2020	11395	000057	ACCOLADE PROPERTY MANAGEMENT G	\$375.00
11163	2/18/2020	11396	000063	CAROLYN HONEYCUTT	\$784.64
11164	2/18/2020	11397	000068	DESIGN PLUS	\$310.00
			000079	WA ECONOMIC DEVELOPMENT ASSOC.	\$400.00

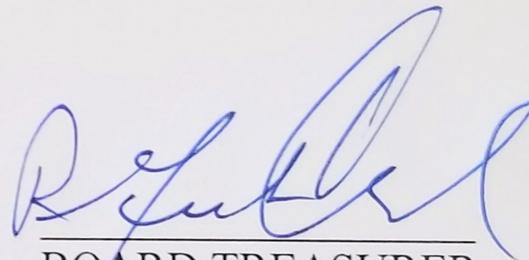
Total Checks: 8

Checks Total: \$3,063.36  
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VOUCHER APPROVAL

WE, THE UNDERSIGNED BOARD MEMBERS OF ELLENSBURG BUSINESS DEVELOPMENT AUTHORITY (EBDA), DO HEREBY CERTIFY UPON INFORMATION AND BELIEF THAT THE MERCHANDISE OR SERVICES HEREINAFTER SPECIFIED HAVE BEEN RECEIVED AND THAT **FEBRUARY 2020** CLAIMS AS LISTED ON THE ATTACHED STATEMENT IS APPROVED FOR PAYMENT AS FOLLOWS:

CLAIMS FUND CHECK NUMBERS **11157** THROUGH **11164** TOTALS IN THE AMOUNT OF **\$3,063.36**



BOARD TREASURER



BOARD CHAIR

2020 Detailed Profit and Loss (updated Feb 2020)					
				2020	
				Updated	
				Budget	
<b>Income</b>					
			Due from Government		
	100-337-00-00-000-000		City Support	60,000.00	
	100-337-00-00-000-001		Distressed Sales Tax	60,000.00	
			PWB Broadband Study Grant	50,000.00	
			Interest Income		
	100-361-40-00-000-000		Savings/MM	1,995.00	
	100-361-40-00-003-000		Microloan (Interest only)	15.00	
			Rent Receivable		
	100-362-00-00-001-000		EBDA Airport Building Rents (incl % for vac/bad debt)	57,600.00	
	100-362-00-00-002-000		Business Incubator Rents (incl % for vac/bad debt)	37,100.00	
	100-359-00-00-000-000		Late Fees		
	100-389-10-00-000-000		Refundable Deposits		
<b>Total Income</b>				266,710.00	
<b>Expenses</b>					
			Supplies		
	100-558-70-31-000-000		Operations	350.00	
	100-558-70-31-001-000		Airport	100.00	
	100-558-70-31-002-000		Incubator	100.00	
	100-558-70-41-000-000		Professional Services - Operations	50.00	
			Accounting Fees	1,500.00	
			Audits	1,500.00	
			Insurance - Board	2,400.00	
			Legal Fees	2,000.00	
			Memberships	2,000.00	
			Personnel - paid to City	75,000.00	
			Promotional/Communication Materials/Prof Services	50,000.00	
	100-558-70-41-001-000		Prof Services - Airport (KVFR, insurance, legal)	10,000.00	
	100-558-70-41-002-000		Prof Services - Incubator (insurance)	1,800.00	
			Broadband Study	50,000.00	
			Travel		
	100-558-70-43-000-000		Operations	10,000.00	
			Rental/Leases		
	100-558-70-45-000-000		Operations (CenterFuse Office Rent)	5,000.00	
	100-558-70-45-001-000		Airport (land lease)	13,900.00	
	100-558-70-45-001-000		Incubator lease		
			Utilities		
	100-558-70-47-001-000		Airport	2,300.00	
	100-558-70-47-002-000		Incubator	1,800.00	
			Repairs/Maintenance		
	100-558-70-48-001-000		Airport	7,000.00	
	100-558-70-48-002-000		Incubator	10,000.00	
<b>Total Expenses</b>				246,800.00	
<b>Net Profit (Loss)</b>				19,910.00	

**Ellensburg Business Development Authority dba CenterFuse**

**Board Resolution 2019-3 (revised 02/07/2020)**

WHEREAS, the CenterFuse Board of Directors desires to provide the highest level of economic development services to the City of Ellensburg businesses, and

WHEREAS, the CenterFuse Board of Directors has reviewed and adopted the following revenue and expenditures for the 2020 budget as follows:

<b>Account Number</b>	<b>Revenue</b>	<b>2020 Budget</b>
100-134-00-00-000-000	Due from Government	170,000.00
100-361.40-00-000-000	Savings/MM Interest	1,995.00
100-361-40-00-003-000	Interest Income - Microloan	15.00
100-362-00-00-000-000	Rents and Leases	94,700.00
	<b>Total Revenue</b>	<b>266,710.00</b>

<b>Account Number</b>	<b>Expenditure</b>	<b>2020 Budget</b>
100-558-70-31-000-000	Supplies	550.00
100-558-70-41-000-000	Professional Services	196,250.00
100-558-70-43-000-000	Travel and Training	10,000.00
100-558-70-45-000-000	Rental/Leases	18,900.00
100-558-70-47-000-000	Utilities	4,100.00
100-558-70-48-000-000	Repairs/Maintenance	17,000.00
	<b>Total Expenditures</b>	<b>246,800.00</b>

	<b>Total Addition to Reserves</b>	<b>19,910.00</b>
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Adopted by the CenterFuse Board of Directors on the 12th day of February 2020

\_\_\_\_\_  
Jared Vallejo, CenterFuse Board Chair

\_\_\_\_\_  
John Perrie, CenterFuse Board Secretary

**Amendment No. 1 to Interlocal Amendment for Professional Services  
Between the Ellensburg Business Development Authority  
And the City of Ellensburg for Provision of Administrative and Project Services**

This Amendment No. 1 to the existing January 6, 2020 Interlocal Agreement (Interlocal) between the Ellensburg Business Development Authority (EBDA) and the City of Ellensburg (City) for Provision of Administrative and Project Services, is made and effective this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

WHEREAS, the EBDA is a public development authority created by the City of Ellensburg under Title 35.21 RCW and Ellensburg Ordinance No. 3895, as amended, and operates under its adopted Charter and Bylaws; and

WHEREAS, the EBDA's primary purpose is dedicated to promoting economic development projects within the territorial limits of the City and outside the territorial limits of the City to the extent authorized by RCW 35.21.740; and

WHEREAS, having the City provide administrative and project services to the EBDA is the most economical and logistically efficient means of procuring these services; and

WHEREAS, the EBDA wishes to continue engaging the City for administrative and project services on the terms and conditions set forth below; and

WHEREAS, the EBDA wishes to increase the hours of staff support;

NOW, THEREFORE, in consideration of the above recitals and the mutual promises and benefits contained herein, the parties agree as follows:

A. A new subsection is added to Section 2.2 of the Interlocal, which shall read as follows:

**G. Funding for Executive Director Position.** For Fiscal Year 2020, the EBDA shall pay to the City the total sum of \$14,629.50 in quarterly installments due March 31, June 30, September 30, and December 31 for increased personnel services associated with the EBDA's Executive Director position. This amount is based on the estimated increase wage and benefits costs for 2020 prorated for the effective period of this Agreement. This payment is subject to the following:

1. The quarterly payment due from EBDA may be adjusted by the City for variations in payroll withholdings occurring in the prior payment period. The City will notify EBDA at least fourteen (14) days prior to the scheduled payment date.

2. The parties recognize that the EBDA Executive Director is and remains a City employee and shall not be deemed an employee of the EBDA.

B. Except as specifically provided in this Amendment No. 1, all other provisions of the parties' Interlocal shall remain in full force and effect until said Agreement shall terminate.

Approved by the Board of Directors of the Ellensburg Business Development Authority at an Open Public Meeting the \_\_\_\_ day of March, 2020.

By: \_\_\_\_\_  
Jared Vallejo, EBDA Board Chair

By: \_\_\_\_\_  
John Perrie, EBDA Board Secretary

Approved by the City Council of the City of Ellensburg, Washington at an Open Public Meeting on the \_\_\_\_\_ day of March, 2020.

By: \_\_\_\_\_  
Bruce Tabb, Mayor

Attest: \_\_\_\_\_  
City Clerk

Approved as to Form: \_\_\_\_\_  
City Attorney