

CenterFuse
Board of Directors Meeting
SPECIAL MEETING Agenda
Wednesday, May 20, 2020 - 4:00-5:30 pm

- 1. Call to order**
- 2. Approval of Agenda***
- 3. Approval of Minutes**
- 4. Board Business**
 - a) Review potential member applications (2)**
 - b) Discussion of Discount Rent for Tenants and Past Due Accounts**
 - c) Outline of Current Open Projects and Next Steps (RFP, Incubator Space, website)**
 - d) Subcommittee Work Plans**
 - e) Approval of Vouchers**
- 5. Adjournment**

In-person attendance is currently prohibited per the Washington Governor's Proclamation No. 20-28.2 until May 31, 2020. Meeting participation is limited to access by through remote attendance by contacting the City Clerk at 509-925-8614 or leaderb@ci.ellensburg.wa.us

NEXT MEETING: June 10, 2020 at 4:00 PM

Board Members:

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

Vacant (exp 12/2020)
James Jankowski
Garrett Poshusta

Council Liaison: Stacey Bankston Engel

Staff: Carolyn Honeycutt



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:



Ellensburg Business Development

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

SPECIAL MEETING
Wednesday, April 15, 2020 – 4:00 pm
Virtual Meeting

In attendance: Jared Vallejo, Linda Schactler, Garrett Poshusta, Grant Clark, James Jankowski, John Perrie, City Councilmember Stacey Engel and staff Beth Leader, Kirsten Sackett and Holly Conti.

Excused absence: None

1. Chair Vallejo called the meeting to order at 4:00 pm
2. Agenda approved as presented. Motion by Linda Schactler, seconded by James Jankowski. Approved.
3. Board Business
 - a) City Point of Contact Information. Beth Leader introduced herself and Kirsten Sackett updated the board regarding staff duties while Carolyn is absent. Inquiries for new businesses will be handled by Kirsten and Beth and will also include Linda and Jared.
 - b) Discussion and vote for becoming a seven member board.

Members discussed the benefits and disadvantages of changing to a seven member board.

John Perrie moved to change the board membership from nine to seven members. Garrett Poshusta seconded. Motion Approved.
 - c) Review and Approval of Financial Statements.

Holly Conti, Finance Accounting Manager, presented information on the Board financial statements. She reviewed the revenues and expenditures. She also explained a 2018 and 2019 audit will need to be scheduled, which would need to be completed by December 2020. She also explained the tax return for the Board. Grant Clark stated he reviewed the information and had no questions.

Grant Clark moved to approve the financial statements as presented. Linda Schactler seconded. Motion Approved.
 - d) Discount of Rent for Tenants and Past Due Accounts.

John Perrie commented in regards to treating tenants on an individual basis and not a blanket offer to all. He suggested forming a sub-committee to define how space rent should be determined. Other members agreed. It was decided that Grant, James and John would create a committee. There was conversation regarding

deferring rent instead of reducing the amount.

Members discussed past due accounts and James suggested that the sub-committee also review past due accounts and make a recommendation to the board. There was a brief discussion regarding the sale of the Incubator building.

- e) Outline of Current Open Projects and Next Steps (RFP, Incubator space, website).
 - Website – Jared will work with the group to get that project completed
 - RFP – Linda reported on approval of certain projects and her ability to review the RFP response received for their broadband project. Kirsten will forward the response to Linda for review.
 - Incubator space – assessments will be done through the sub-group.
 - EBDA Director position – Linda inquired about the increase of the position from half time to three quarter time. Kirsten will confirm the approval of the Resolution by the Board.

- f) Postponing Next Official Board Meeting until June 10, 2020.

Jared asked members if they wanted to defer meeting until June, and in the meantime, keep work progressing on things that will come up. Some members felt it would be good to have a short meeting in May specifically about the Strategic Plan and the incubator rent issues. Kirsten will forward the most recent Strategic Plan to members. There was discussion regarding providing resources to small businesses and the assistance available to the community. It was agreed that the committee would have a meeting on May 13th.

Adjournment: Meeting adjourned 5:13 pm

Drafted: 4/22/2020

Approved:

Beth Leader

From: Laurie Gigstead
Sent: Monday, April 27, 2020 9:04 AM
To: Beth Leader
Subject: FW: [Ext] Online Form Submittal: Application for Appointment

I have two applicants at this point. I will forward the other too.

From: noreply@civicplus.com <noreply@civicplus.com>
Sent: Tuesday, March 17, 2020 11:48 AM
To: Laurie Gigstead <gigsteadl@ci.ellensburg.wa.us>
Subject: [Ext] Online Form Submittal: Application for Appointment

Application for Appointment

Application for Appointment
For volunteering to serve on a Board or Commission

Boards & Commissions	Ellensburg Business Development Authority
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Name of Applicant:	Andreas Bohman
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Address	1008 E Craig Avenue
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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	abohman@gmail.com
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Phone Number	9079788125
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Length of Residence in Ellensburg	7 years
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Do you live within the city limits?	Yes
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If applying for the Sr. Citizens' Advisory Board,	No
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are you at least 55 years of age?

Occupation Status and Background:

I am currently the Vice President of Operations for Central Washington University. As such, I am overall responsible for maintaining all facilities, technology, public safety, project management, environmental sustainability, and big data for the university. In the past, I have held the position as Chief Information Officer (CIO) and Chief Information Security Officer (CISO) for the university. I have extensive background in technology, security, and operations. I am also a member of the State of Washington National Guard and have served over 20 years in the military. I have held positions as a Special Forces Detachment Commander, Military Intelligence Officer, and Cyber Operations Officer.

Organization Affiliations:

Information Systems Audit and Control Association (ISACA)
International Information System Security Certification Consortium (ISC2)
Special Forces Association (SFA)
Military Intelligence Corps Association
Youth Services of Kittitas County (Mentor)

Why are you seeking appointment?

I am very interested in adding more value to my local community. Having lived here for seven years, I would like to be more active in furthering economic development in Ellensburg. I believe my background, experience, and network will add long-term value to the Ellensburg Business Development Authority (EBDA). I have been following some of the accomplishments already achieved by the EBDA and I am excited to be a member of a team who will help realize the future of our community.

Will you be able to attend meetings regularly if appointed?

Yes

If your first choice, as listed above, is not available, which other boards or commissions would you be interested in serving on?

Boards & Commissions

Environmental Commission

Boards & Commissions

Planning Commission

Email not displaying correctly? [View it in your browser.](#)

Beth Leader

From: Laurie Gigstead
Sent: Monday, April 27, 2020 9:05 AM
To: Beth Leader
Subject: FW: [Ext] Online Form Submittal: Application for Appointment

Here is the other. I receive them and forward them to Carolyn. The EBDA board makes a recommendation and then I include them in my B and C agenda report.

From: noreply@civicplus.com <noreply@civicplus.com>
Sent: Monday, March 2, 2020 10:52 AM
To: Laurie Gigstead <gigsteadl@ci.ellensburg.wa.us>
Subject: [Ext] Online Form Submittal: Application for Appointment

Application for Appointment

Application for Appointment
For volunteering to serve on a Board or Commission

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	renee@dmarieinteriors.com
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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,	No
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are you at least 55 years of age?

Occupation Status and Background:	Interior Designer, grew up in Ellensburg 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?

Boards & Commissions	Landmarks and Design Commission
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Boards & Commissions	Arts Commission
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