

CenterFuse
Board of Directors Meeting
SPECIAL MEETING Agenda
Wednesday, JUNE 17, 2020 - 4:00-5:30 pm

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

In-person attendance is currently prohibited per the Washington Governor's Proclamation No. 20-28.4 until June 17, 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: July 8, 2020 at 4:00 PM

Board Members:

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

Andreas Bohman
James Jankowski
Garrett Poshusta

Council Liaison: Stacey Bankston Engel

Staff: Carolyn Honeycutt



ELLENSBURG BUSINESS DEVELOPMENT AUTHORITY
dba CenterFuse
BOARD OF DIRECTORS MEETING MINUTES

SPECIAL MEETING
Wednesday, May 20, 2020 – 4:00 pm
Virtual Meeting

In attendance: Jared Vallejo, Linda Schactler, Garrett Poshusta, Grant Clark, James Jankowski, John Perrie, City Councilmember Stacey Engel; board applicant, Andreas Bohman and City staff Beth Leader and Kirsten Sackett.v Jake Mayson with CWHBA

Excused absence: None

1. Chair Vallejo called the meeting to order at 4:00 pm
2. Agenda approved as presented. John Perrie moved, Grant Clark seconded. Motion approved with all in favor.
3. Approval of Minutes. John Perrie moved to approve the minutes of the January 8, January 24, and April 15 meetings. Garrett Poshusta seconded. Motion approved with all in favor.
4. Board Business

a) **Review Potential Member Applications**

Mr. Bohman introduced himself and reviewed his experience. He answered questions from board members.

James Jankowski moved to appoint Andreas Bohman as the seventh member of the EBDA. Garrett Poshusta seconded. Motion approved with all in favor.

b) **Discussion of Discount Rent for Tenants and Past Due Accounts**

James reviewed information discussed at the sub-committee meeting regarding deferral of tenant rent. John Perrie recommended Jared and Linda speak with the tenants about the opportunities to defer rent. Jared and Linda agreed to speak with tenants.

c) **Outline of Current Open Projects and Next Steps**

Jared gave an update on the status of the website, which is almost complete.

Incubator space – members asked if appraisal has been done. Beth will check.

Members discussed setting a deadline for the appraisal to be completed.

Linda Schactler moved the board request the City Council have a formal appraisal performed of the Incubator facility, to be scheduled no later than August 1, 2020. Garrett seconded. Motion approved with all in favor

RFP – one submittal has been received and will be forwarded to the other members.

d) **Subcommittee Work Plans**

No new information was noted. There was discussion about assistance with scheduling the sub-committee meetings. There was discussion about the Broadband project and how to move forward.

e) **Approval of Vouchers**

Grant Clark moved to approve the vouchers as presented. Linda Schactler seconded. Motion approved with all in favor.

Beth briefly reviewed information with the board concerning: EBDA tax return, Assessment Audit costs and payment of leasehold taxes.

Adjournment: Meeting adjourned 5:20 pm

Drafted: 5/20/2020

Approved:

Beth Leader

Subject: FW: [Ext] Ellensburg Business Development Authority - Local Government Assessment Audit Exit
Attachments: Exit Letter - Assessment.pdf

From: Berber, Juan (SAO) <berberj@sao.wa.gov>
Sent: Wednesday, June 3, 2020 12:35 PM
To: Holly Conti <contih@ci.ellensburg.wa.us>
Cc: Vandenburg, Vivian (SAO) <vivian.vandenburg@sao.wa.gov>
Subject: [Ext] Ellensburg Business Development Authority - Local Government Assessment Audit Exit

Greetings Holly,

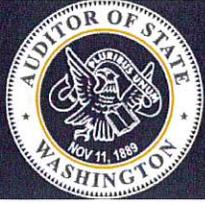
We have performed a Local Government Assessment Audit for the years 2018 and 2019 for Ellensburg Business Development Authority. Please see the attached exit letter which contains your government's concluding audit results. Please share this letter with the District's elected board. If you have any trouble opening the file please let me know.

Please keep in mind that we are available all year for any questions that you may have. You may contact me directly or submit your questions through the HelpDesk in the Client Portal on our website, www.sao.wa.gov.

Sincerely,



Juan C Berber
Assistant State Auditor, [Office of the Washington State Auditor](http://www.sao.wa.gov)
(509) 424-0210 | berberj@sao.wa.gov
We're on social! Follow us on [Facebook](#), [Twitter](#) and [LinkedIn](#).



Office of the Washington State Auditor

Pat McCarthy

Exit Letter: Ellensburg Business Development Authority

The Office of the Washington State Auditor’s vision is increased trust in government. Our mission is to provide citizens with independence and transparent examinations of how state and local governments use public funds, and develop strategies that make government more efficient and effective.

The purpose of this letter is to share our audit results with management and the board. We value and appreciate your participation. This letter is not your official audit report, which will be published on our website. You will receive a separate email with a link to that report.

Audit Highlights

We appreciate the Authority’s timely response to audit questions.

About the Audit

We performed a Local Government Assessment Audit for the years 2018 and 2019 for Ellensburg Business Development Authority. This type of audit is a risk-based audit wherein we review the Authority’s information submitted via the annual report filing process. Assessment Audits are typically performed for governments that receive \$300,000 or less in annual revenues or for school districts with less than 250 full-time students. If the government exceeds the thresholds stated, is noncompliant with filing requirements, or other risk factors are present, then the audit could be performed on-site in the future. Further, if expenditures of federal awards are \$750,000 or more in any fiscal year, notify our Office as federal rules require the Authority to receive a financial and federal audit for that year.

Audit Results

In relation to our report that will be issued on our website, we would like to bring to your attention the results of our audit:

Based on the procedures performed, nothing came to our attention in the areas we reviewed that caused us to believe the Authority was not in substantial compliance with applicable state laws, regulations, and its own policies, or had significant weaknesses in controls over the safeguarding of public resources. Had we performed additional procedures, other matters might have come to our attention that would have been reported.

Status of Prior Audit Recommendations

Brief Description	Resolved	Unresolved
Exit Item – Financial Condition (ER)	X	

Additional Reminders

Below is a list of areas that small local governments may need additional guidance.

Board Compensation

The Office of Financial Management raised the allowable Elected Official Pay for most special purpose districts to \$114 per day/meeting attended, which was effective July 1, 2013. Please note that you cannot legally increase Board compensation or other staff member pay retroactively for any services already rendered.

Any Board Member that receives less than the full allowable compensation must sign a waiver of compensation and file it with the government's secretary. Please let us know if you would like an example of this waiver.

Procurement and Public Works Projects

State law (RCW 39.04) requires competitive procurement for public works projects and purchases of supplies and equipment for most local government types. Laws that require specific methods of procurement differ per government type. Furthermore, all public works contracted for by the government must meet state prevailing wage requirement by obtaining an "Affidavit of Prevailing Wages Paid" from the contractor unless the work is performed exclusively by the business owner.

For additional guidance on public works projects and procurement for your specific government type, please visit Municipal Research and Service Center of Washington's website: [Procurement and Public Works Requirements](#)

Credit Cards

The state Department of Enterprise Services has a Purchase Card Contract with US Bank that local governments are eligible to use. The card has no annual fee and offers annual rebates on purchases made using the card. For more information go to [Purchase Card Guidance](#).

It is also important to note that having policies and procedures for credit/debit cards and charge account use is important for safeguarding the local government's funds. Local governments are allowed by state law (RCW 43.09.2855) to utilize credit cards. This statute provides some guidelines for their use, which include adopting a system for distribution, control, authorization, etc. of credit cards.

Working Together to Improve Government

Local Government Support Team

The Local Government Support Team provides year-round accounting and reporting support at no additional cost to local governments. Each year, this team prescribes and updates accounting and reporting guidance through our Budgeting, Accounting and Reporting System (BARS) manuals, incorporating all recent governmental accounting changes. In addition to maintaining our BARS manual, this team provides BARS training at locations around the state, one-on-one assistance for accounting and annual reporting questions, and technical accounting and reporting assistance. Our website offers access to the BARS manual, MyBARS, the annual report filing system, and other resources, including a client Help Desk where we can answer your auditing and accounting questions directly. Learn more about these resources at www.sao.wa.gov, and look for the BARS & Annual Filing tab. If you have any questions, email us at LGCSfeedback@sao.wa.gov.

The Center for Government Innovation

The Center for Government Innovation of the Office of the Washington State Auditor is designed to offer services specifically to help you help the residents you serve at no additional cost to your government. What does this mean? We provide expert advice in areas like Lean, peer-to-peer networking and culture-building to help local governments find ways to be more efficient, effective and transparent. The Center can help you by providing assistance in financial management, cybersecurity and more. Check out our best practices and other resources that help local governments act on accounting standard changes, comply with regulations, and respond to recommendations in your audit. The Center understands that time is your most precious commodity as a public servant, and we are here to help you do more with the limited hours you have. If you are interested in learning how we can help you maximize your effect in government, call us at (564) 999-0818 or email us at Center@sao.wa.gov.

Finalizing Your Audit

Report Publication

Audit reports are published on our website and distributed via e-mail in an electronic .pdf file. We also offer a subscription service that allows you to be notified by email when audit reports are released or posted to our website. You can sign up for this convenient service at: <https://portal.sao.wa.gov/SAOPortal/>

Audit Cost

In the entrance communication, we estimated the cost of the audit to be \$1,350 and actual audit costs will approximate that amount.

Audit Survey

When your report is released you will receive an audit survey from us. We value your opinions on our audit services and hope you provide feedback.

Concluding Comments

We appreciate your assistance throughout the audit. We hope you find the information above informative and helpful to the government's operations. If you have any questions or concerns, please call or email at your convenience and we can discuss your audit.

Kelly Collins, CPA, Director of Local Audit, (564) 999-0807, Kelly.Collins@sao.wa.gov

Mark Rapozo, CPA, Assistant Director of Local Audit, (564) 999-0794 Mark.Rapozo@sao.wa.gov

Stacie Tellers, Audit Manager, (564) 999-0922, Stacie.Tellers@sao.wa.gov

Vivian Vandenburg, Acting Assistant Audit Manager, (509) 329-3703, Vivian.Vandenburg@sao.wa.gov

Juan Berber, Audit Lead, (509) 424- 0210, Juan.Berber@sao.wa.gov

Beth Leader

From: Holly Conti
Sent: Tuesday, June 9, 2020 3:32 PM
To: Jerica Pascoe; Beth Leader
Subject: FW: [Ext] State Auditor's Office Notification

The report will be located on the SAO website and if you receive the email subscription, it will be included there also.

From: WStateAuditorSubscriptions@sao.wa.gov <WStateAuditorSubscriptions@sao.wa.gov>
Sent: Tuesday, June 9, 2020 3:00 PM
To: Holly Conti <contih@ci.ellensburg.wa.us>
Subject: [Ext] State Auditor's Office Notification

Greetings,

This courtesy email is to notify you that we will publish the following report types for your government, Ellensburg Business Development Authority, on 6/11/2020:

Assessment

Please notify other members of your government of its pending release. When we publish the audit report, it will become a public document and be available to the news media and other interested parties.

We value a respectful and positive relationship with every government we audit and would appreciate receiving your feedback on our audit services.

If you have any questions or concerns, please contact your Audit Manager.

Sincerely,

State Auditor's Office