

ELLENSBURG BUSINESS DEVELOPMENT AUTHORITY
dba CenterFuse
BOARD OF DIRECTORS MEETING MINUTES

SPECIAL MEETING
Wednesday, June 17, 2020 – 4:00 pm
Virtual Meeting

In attendance: Jared Vallejo, Linda Schactler, Garrett Poshusta, Grant Clark, James Jankowski, Andreas Bohman, City Councilmember Stacey Engel; City staff Beth Leader, Kirsten Sackett and Ben Faubion, City IT/Telecomm Manager

Excused absence: John Perrie

1. Chair Vallejo called the meeting to order at 4:03 pm
2. Approval of Agenda. Linda Schactler moved, James Jankowski seconded. Motion approved with all in favor.
3. Approval of Minutes. Linda Schactler moved to approve the minutes of the May 20th meeting. James Jankowski seconded. Motion approved with all in favor.
4. Board Business

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

Jared stated he has tried to contact the Incubator tenants, but has not connected with them yet. Linda explained the County has inquired about using the unit at the Airport Incubator that will potentially be vacated by CWU for the Airport Manager's office. Kirsten has sent a lease agreement to Carolyn to create a draft for the County to sign. It was discussed to draft a document concerning rent deferrals to all tenants. Beth will forward the EllensburgCares.org website info to Jared for inclusion. Grant inquired about the past due tenant rent and Beth gave an update on their status.

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

Jared gave an update on the website status.

Incubator space – Beth reported on the status of the appraisal, which has been requested of Pacific Appraisals.

RFP Process – Jared reviewed the past process and Ben Faubion was present and reviewed the background of their pilot project and grant. He also mentioned missed opportunities for other grants. Linda reviewed the grant EBDA received from Department of Commerce for broadband services in the UGA and the ability to proceed with the project. Andreas will review the RFP documents and the process, and update for re-advertising. Linda will ask

Carolyn where the RFP was sent. There was discussion regarding a letter from Commerce for the timeline of the grant and deadline for funding.

c) Subcommittee Work Plans

SpaceForce – James reported he and John met to discuss continuation of the Incubator appraisal and sale, Airport leases and getting things in order when normalcy returns and businesses start inquiring for space.

Garrett asked about the database of available spaces and whether it will be maintained.

MegaForce – Garrett reported they're working on development of a resource guide to assist businesses. There could be a possibility of free downtown WIFI (potentially permanent) which could bring people to the downtown. Ben would like to discuss that with members before they proceed. They are also moving forward with a "How To Guide" project.

FutureForce – Linda gave an update and Jared spoke regarding the possible availability of space at the Liberty Theater. Linda explained they have a meeting with Carolyn on Friday to discuss her intentions for return.

d) Audit Finalization from State Auditor's Office

Beth briefly reviewed of the report from the State Auditor's office. Members acknowledged and had no questions. She asked the board members if they've ever signed waivers for allowable compensation, and no one has in the past.

e) Approval of Vouchers

Beth asked about Board practice for approval of vouchers. Beth will meet with Grant and Jared to sign the documents. Councilmember Engel asked if that was in the Board bylaws.

Councilmember Engel spoke about the downtown park and the possibility testing free WIFI at that location. She also spoke about development support and creation of a resource guide that could be offered to assist those with new development. She mentioned the concern Council expressed with three members being CWU employees. A conflict of interest statement would need to be forwarded to Andreas for signature.

Adjournment: Meeting adjourned 5:10 pm

Drafted: 6/24/2020

Approved: 7/8/2020



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