



**MINUTES**  
**Ellensburg Business Development Authority**  
**November 22, 2005**

**PRESENT:** Doug Ryder                      Charlotte Tullos                      Fritz Glover                      Desmond Knudson  
                    Bill Meyer                              Bob Titus

**ABSENT:** Lynn Jenison                      Jerry Decker                      Bruce Tabb

**STAFF:**              Debbie Strand                      Sherry Luke

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**I. Establish Quorum**

The Ellensburg Business Development Authority (EBDA) met in the 221 E 4<sup>th</sup> conference room on Tuesday, November 22, 2005. Doug Ryder, Chair, confirmed that a quorum was present and called the meeting to order at 5:30 p.m.

**II. Minutes – September 20, 2005**

Fritz Glover moved to approve the Minutes as presented. Charlotte Tullos seconded, and the motion passed unanimously.

**III. Financials**

Debbie Strand reviewed the Financials for the absent Treasurer, Jerry Decker.

**A. Approval of September and October 2005 Checks**

*September* – Strand noted that all receipts and disbursements were usual, and mentioned the \$1,000 rent payment from Hobart. Bill Meyer moved to approve checks #8213-8227 in the amount of \$3,958.49 for Group, checks #9432-9449 in the amount of \$9,321.70 for EBDA-Operations, and checks #1370-1372 in the amount of \$11,538.31 for EBDA-Airport. Bob Titus seconded, and the motion passed unanimously. *October* – For EBDA-Operations, Strand noted payment of 3<sup>rd</sup> Quarter payroll and leasehold taxes with all other items normal. Bob Titus moved to approve checks #9450-9467 in the amount of \$9,307.27. Glover seconded, and the motion passed unanimously. For EBDA-Airport, Strand noted the \$500 payment from Hobart and the disbursement to Cone Gilreath Law Offices for legal consultation about Hobart with all other items normal. Meyer moved to approve checks 1373-1377 in the amount of \$3,356.41. Titus seconded, and the motion passed unanimously.

**B. Review of Financials – October 2005**

*Profit and Loss Budget vs. Actual by Fund & Balance Sheet by Fund* – Strand noted

that all items were usual, but welcomed any questions or comments.

#### **IV. Chair's Report**

##### **A. Policy Regarding Rents**

Strand reported that the State Auditor foresaw no problem with asking for collateral. The Board discussed the draft policy including the time frame, that this was not written specifically for tenants, that Strand was comfortable with the policy, and that it applied to both the Airport and Incubator tenants. Desi Knudson moved to adopt the Policy Regarding Rent Payments. Glover seconded, and with no further discussion, the motion passed unanimously.

##### **B. Hobart Machined Products**

Jim Armstrong and Doug Ryder met with Larry Brester at the Airport Building for a tour and update. Armstrong and Ryder told Brester that he must contact Attorney, Erin Anderson, regarding security for the rents in arrears. Brester informed them about the aerospace industry, Boeing's slow payments (about 1-1/2 months), hiring two new employees, new milling activity, if evicted it would mean the end of their business, and that the building had roof leaks, hornet's nests, and a missing door that was not part of the original agreement.

Brester did contact Anderson on November 18<sup>th</sup>, but stated that all their assets for security were tied up. Anderson did give the Brester's until December 1 to identify assets that could be used as security, even if they had other first claims. The Board discussed when to begin advertising Hobart's bays. Strand reported that Anderson's strategy is to wait until December 1 and if no response is received to send another letter demanding payment in full or eviction in 30 days, or January 1. We would begin the process of seeking a judgment during the 30-day period, which we would receive because of good documentation. Glover moved to proceed as outlined by Anderson and if no word is received by December 1 to give a 30-day notice to pay or evict and seek a judgment. Meyer seconded, and the motion passed unanimously.

Strand has consulted with Desi Knudson and another contractor about the roof. Leaking is through the swamp cooler vents that were never sealed properly. Repair involves removing the coolers and replacing roof panels.

##### **C. Officers 2006**

The Vice-Chair, Charlotte Tullos, accepted the Chair position. Board will request that Jerry Decker remain Treasurer and Lynn Jenison remain Secretary. Bruce Tabb will be asked to be Vice-Chair.

##### **D. 2006 Tasks**

Bowers Road should be completed by May 2006. New tasks for 2006 may include the following: a new building at the Airport; rezoning the Westside of the Airport as industrial; landscaping (minor task); changing the sign to "Build to suite and/or lease"; a cooperative effort with CWU to build a Research Center; follow-up on the City selling the Incubator Building with us possibly building another incubator; a downtown incubator in cooperation with Ellensburg Downtown Association; re-investigating splitting the one parcel we lease at the Airport; and bio-diesel, although

no good incentives are now available to growers.

**E. Other**

The 2006 Budget is not yet final, but the EBDA Board will not meet again until late January to approve the Budget and we need to write checks in January (we expect nothing unusual). Tullos moved to authorize writing January checks. Meyer seconded, and the motion passed unanimously.

**V. Director's Report**

A detailed written report was provided with Board packets. Strand talked with Jim Quilter about past due rents, and he reported cash flow problems due to a change in distributors and a delayed IRS tax refund, which he now expects around November 25<sup>th</sup> and will then pay all rents due. Strand will inquire about how his actual operations compare with his business plan. No MicroLoan requests have been received, although there are many new start-up businesses. CTED funded the Mission Ridge Feasibility Study at the full \$25,000.

**VI. New Business**

None.

**VII. Other Business**

None.

**VII. Announcements**

None.

**X. Adjourn**

Glover moved to adjourn the meeting. Meyer seconded, and the motion passed unanimously. The meeting was adjourned at 6:45 p.m.

Respectfully submitted,

Debbie Strand for the absent Secretary, Lynn Jenison