

MINUTES

Phoenix Development Authority December 5, 2003

PRESENT: Bob Titus Desmond Knudson Jerry Decker Fritz Glover
 Bill Meyer Doug Ryder John Winbauer

ABSENT: Lynn Jenison Charlotte Tullos

STAFF PRESENT: Debbie Strand Sherry Luke

I. Establish Quorum

The Phoenix Development Authority met in at the Hal Holmes Conference Room in Ellensburg on Friday, December 5th, 2003. Chair Bob Titus confirmed that a quorum was present and called the meeting to order at 3:15 p.m.

II. Minutes: July 8, 2003

A motion to approve minutes with one correction (change “Direction” to “Director” on page two, which has been done) was made by Bill Meyer, seconded by Jerry Decker, and passed unanimously.

III. Financials

Treasurer Decker, reviewed Financial Reports as follows:

A. Approval of September, October, and November 2003 Vouchers

September 2003 – For Group-PDA Operations, Decker noted transfer of operating funds and receipt of final US Forest Service grant funds, and nothing else unusual. Decker moved to approve checks 6896-6925 in the amount of \$95,29.82; Doug Ryder seconded the motion, and it passed unanimously. For the Airport Building, Decker noted nothing unusual and moved to approve checks 1244-1246 in the amount of \$1,585.73, which was seconded by Fritz Glover, and passed unanimously.

October 2003 – For Group-PDA Operations, Decker noted 4th Quarter CTED:ADO receipts, the final incubator painting and quarterly tax expense, but no other unusual items and moved to approve checks 6926-6960 in the amount of \$16,288.76. Meyer seconded the motion and it passed unanimously. The ending balance for September does not equal the beginning balance for October due to a retroactive change made by QuickBooks during a payroll tax update to our records of \$15. For the Airport Building, Decker noted rent income and expenses for final insurance payment and quarterly taxes. All else being normal, Decker made a motion to approve checks 1247-1252 in the amount of \$7,185.51, which was seconded by Ryder, and passed unanimously.

November 2003 – For Group-PDA Operations, Decker noted receipts from rents and operation funds transfers, and with no other unusual items and moved to approve checks 6961-6987 in the amount of \$8,830.14. Glover seconded the motion and it passed unanimously. For the Airport Building, Decker noted nothing unusual and moved to approve checks 1253-1255 in the amount of \$1,603.40, which was

seconded by Ryder, and passed unanimously.

A question and discussion followed about the MicroLoan accounts, especially the Cady's, but who are in the process of leasing the Café and about Phoenix's only role of supporting a business.

IV. Chair's Report

A. Officers 2004

Titus reviewed the proposed officers for 2004: Desi Knudson as Chair, Lynn Jenison to remain as Secretary, Jerry Decker to remain as Treasurer, and the Vice-Chair position open. Doug Ryder accepted the nomination as Vice-Chair. Titus moved to accept the officers as presented, Fritz Glover seconded the motion, and it passed unanimously. Titus offered congratulations to all.

B. Phoenix Name Change

Because Group adopted a new name as the "Economic Development Group of Kittitas County"; John Winbauer made a motion to revert from Phoenix Development Authority to the legal name "Ellensburg Business Development Authority". Discussion followed including sources of income, area of operation, effectiveness, and political ramifications. Glover seconded the motion and it passed unanimously.

C. Audit

The auditor will require that the organization be split into distinct entities, although previous auditors and our tax accountant had approved our combined operations. Discussion followed regarding working with other public development authorities throughout the state to develop standards to suit us. We anticipate separating Group/PDA operations starting in 2004, coinciding also with name changes. This will also protect our 501(c)(3) status. At this point it looks as though there will no audit findings.

D. Other

Titus asked about meeting day and time. The consensus was to return to Tuesday meetings at 5:30 p.m. on the third Tuesday of every other month.

VI. Director's Report

A written report was provided. Strand will discuss details at the Group meeting immediately following this meeting.

VII. New Business

None.

VIII. Other Business

None

IX. Adjourn

The meeting was adjourned at 4:10 p.m.

Respectfully submitted,

Doug Ryder, Secretary