



MINUTES
Ellensburg Business Development Authority
July 19, 2005

PRESENT: Doug Ryder Lynn Jenison Fritz Glover Desmond Knudson
 Bruce Tabb Bob Titus

ABSENT: Charlotte Tullos Jerry Decker Bill Meyer

STAFF PRESENT: Debbie Strand Sherry Luke

I. Establish Quorum

The Ellensburg Business Development Authority (EBDA) met in the 221 E 4th conference room on Tuesday, July 19, 2005. Doug Ryder, Chair, confirmed that a quorum was present and called the meeting to order at 5:40 p.m.

II. Welcome New Board Member, Bruce Tabb

Doug Ryder welcomed Bruce Tabb to the Board and made introductions.

III. Minutes – May 17, 2005 Regular Meeting and June 1, 2005 Special Meeting

Bob Titus moved to approve the Minutes of May 17, 2005 with two minor corrections. Lynn Jenison seconded the motion, and it passed unanimously. Fritz Glover moved to approve the Minutes of June 1, 2005 with two minor corrections. Bruce Tabb seconded, and the motion passed unanimously. (Corrections have been made to both Minutes.)

IV. Financials

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

A. Approval of May and June 2005 Checks

Bob Titus moved to approve May checks 9361-9380 in the amount of \$59,334.47 and June checks 9381-9397 in the amount of \$9,418.24 for EBDA-Operations and May checks 1356-1357 in the amount of \$1,546.76 and June checks 1358-1359 in the amount of \$1,552.72 for EBDA-Airport. Lynn Jenison seconded, and the motion passed unanimously.

B. Review of Financials – June 2005

Profit and Loss Budget vs. Actual by Fund – Revenues were over budget and expenditures were under budget. Net operating revenue is about \$8,500 more than

budget. *Balance Sheet by Fund* – Strand noted the Hobart Receivable and the CERB Loan Payable. The CERB loan payment will be made mostly from airport savings with a small amount from the Yakima Federal sinking fund. The amount remaining in the sinking fund will cover our 2006 payment.

V. Chair’s Report

A. Leasehold Tax Issue - Repayment

We paid leasehold tax on the Airport’s ground lease, but were actually exempt as a governmental entity. Kittitas County reimbursed us, and then asked Washington Department of Revenue for reimbursement. DOR informed them that the statute of limitations had expired on a portion of the reimbursed taxes. Kittitas County billed us for that portion, approximately \$1,200. Lynn Jenison moved to pay the bill in full and submit a letter stating we believe this expense should be equally shared with Kittitas County. Fritz Glover seconded the motion. Further discussion occurred about the context of the letter, public relations with the County, and legal responsibility. Jenison modified his motion to pay in full, but send a stern letter regarding the expense. The motion passed unanimously. A copy of the letter will be sent to the County Commissioners. Ryder will review and sign the letter.

B. UNAVCO Leasehold Improvement Request

Earth Friendly Construction completed a drawing for a storage space above their office and converting a portion of their office into private offices. UNAVCO will pay for this improvement. Glover moved to approve this improvement. Titus seconded, and the motion passed unanimously.

C. Black Horse Laundry Equipment Graduation

Black Horse Laundry has not yet given their 30-day notice, but we are expecting it soon. A graduation ceremony along with the appropriate publicity will take place at a later date.

D. Policy Regarding Rents

An extensive and thorough discussion was held about the draft late rent payment policy, including if it is intended for the Board or tenants or both, why we need a policy if payment/eviction conditions are in the lease agreement, handling late payments consistently, if this policy was for both the Airport and Incubator tenants and if different policies were required, staff’s initial contact with the tenant, calling special meetings for the Board to meet with tenants, payment plans, time frames for the entire process (initial contact to an eviction notice) in light of the type of risk we are willing to accept, and the types of information we would need from the tenant (cash flow statement, personal guarantee, or other). The Board decided that staff will contact tenants on the 11th of the month when payment for the prior month’s rent is delinquent, schedule a meeting within the next two weeks, and obtain a promise in writing for full payment or create a payment schedule. If tenant defaults on the full or partial payment, Strand will contact the Board about holding a special meeting with the tenant. Strand will update the policy for the next Board meeting.

E. By-law and Charter Revisions

By-laws and Charter revisions were made to agree with Group’s. The City created

these documents and only necessary revisions were made. The modified By-Laws and Charter must go to the City Council for final approval. The Board will review these further and discuss revisions at the next meeting. Strand requested notice of changes wanted by Board Members to be given to her before the next meeting.

F. Other

None

VI. Director's Report

A detailed written report was provided with Board packets. Strand reported on a site visit by a turbine manufacturer, who just made a quick site inspection before visiting other sites in Eastern Washington. She also added that Jim Mooney would make a public presentation regarding retail sales leakage at the Hal Holmes Center on Wednesday, August 1 at 8:00 a.m.

D. New Business

None.

VI. Other Business

None.

E. Announcements

Bruce Tabb announced an August 23rd meeting at noon at Gallery 1 to discuss establishment of a community foundation and a September 15th celebration from 1:00 to 4:00 p.m. to commemorate their purchase of and move to the Taylor Richardson Building and their 40-year anniversary. Bruce will email information to the Board Members.

X. Adjourn

The meeting was adjourned at 7:30 p.m.

Respectfully submitted,

Lynn Jenison, Secretary