



MINUTES
Ellensburg Business Development Authority
July 18, 2006

PRESENT:	Lynn Jenison	Jerry Decker	Fritz Glover
	Desmond Knudson	Doug Ryder	Bob Titus
ABSENT:	Charlotte Tullos	Bruce Tabb	Bill Meyer
STAFF/GUESTS:	Debbie Strand	Sherry Luke	

I. Establish Quorum

The Ellensburg Business Development Authority (EBDA) met in the 221 E 4th conference room on Tuesday, July 18, 2006. Acting Chair, Lynn Jenison, confirmed that a quorum was present and called the meeting to order at 5:40 p.m.

II. Minutes – May 16, 2006

Doug Ryder moved to approve the minutes as presented. Bob Titus seconded, and the motion passed unanimously.

III. Financials

Jerry Decker reviewed the Financials.

A. Approval of May and June 2006 Checks

May – For EBDA-Operations, Decker noted receipts of \$10,000 Group payroll contract and \$50,000 City funds and a disbursement of \$25,000 to Group as an economic development grant. All other items being usual, Decker moved to approve checks 9582-9605 in the amount of \$55,506.93. Glover seconded, and the motion passed unanimously. For EBDA-Airport, all transactions were usual and Decker moved to approve checks 1400-1401 in the amount of \$1,545.35. Titus seconded and the motion passed unanimously. **June** – For EBDA-Operations, Decker noted the \$1,000 receipt from Group for BRE grant payroll reimbursement and the Incubator grant disbursements (Alnita, CompuMentor, Jerrol's, JMT, and SignDog). With all other items usual, Decker moved to approve checks 9606-9630 in the amount of \$11,638.34. Ryder seconded, and the motion passed unanimously. For EBDA-Airport, the reimbursement for Hobart's legal fees were noted, and with all other items

usual, Decker moved to approve checks 1402-1404 in the amount of \$11,544.10. Ryder seconded, and the motion passed unanimously.

B. Review of Year-to-Date Financials

Profit and Loss Budget vs. Actual by Fund – Revenues were \$1,800 more than budget due mostly to sponsorships. Expenditures were \$10,000 less than budget due mostly to the ground lease, insurance, and marketing. Net operating revenue is \$12,000 more than budget. For non-operations, the Hobart vacancy contingency was not used, roof repairs not yet done, and Mission Ridge grant income will be \$16,000 from CTED, \$4,500 from Kittitas County, and an unknown amount from the City with Group providing the remainder of \$30,000. ***Balance Sheet by Fund*** – Accounts receivable are for memberships and one Annual Meeting sponsor. The account payable is to the SE Group for the Mission Ridge Study.

IV. Chair’s Report

A. Funding for New Building

The Council of Governments recommended to the Board of County Commissioners that we be approved for \$150,000 from the Sales/Use Tax Fund (.08 Tax Fund) for a second building at the airport. Funding will be available January 1, 2007. Other projects funded were a connecting road in Cle Elum (Safeway area) at \$145,000 and a KCFD #2 proposal for \$55,000. CERB application deadlines are October 2nd and December 2nd with detailed information (such as a *pro forma*) due one month before the deadline. Doug Ryder moved to authorize Debbie Strand to begin compiling/creating information for the CERB pre-application process. Bob Titus seconded and after further discussion, the motion passed unanimously. Further discussion included the implications of the Incubator Building if sold by the City, the current increased construction costs, a possible downtown retail incubator, informal and/or formal discussions with the City about the sale of the Incubator Building, and our buying the existing Incubator or building another Incubator.

B. Other

None.

V. Director’s Report

A detailed written report was provided with Board packets.

A. Tenant Updates

1. Central Washington Biodiesel – The Fire Chief noted that Central Washington Biodiesel is a hazardous business while responding to the fire alarm (see below), and objected to the City’s permit without consultation. Strand met with Bob Witkowski, the Fire Marshal, the Fire Chief, Steve Verhey, and Denise Horton, where they discussed requirements – possibly another layer of sheet rock for a 3-hour firewall and sprinklers. We may be able to help finance with loans or grants.

B. Staff Activities

1. Airport Building Roof and Hobart Window – We are still waiting for a roof repair bid. We will replace Hobart’s broken window. Hobart and other Airport tenants are inquiring about more space, and are thus possible tenants for a new building.

2. Incubator Fire Alarm – A swamp cooler in one Bay was taped closed resulting in flooding when the coolers were reactivated. Some hallway ceiling tiles were destroyed and the fire alarm was damaged beyond repair as the fire alarm system is old and replacement parts are no longer available. We are negotiating with the City regarding payment to replace the system.

VI. New Business

None.

VII. Other Business

Group's Board Meeting will be Friday at the Buzz Inn.

VII. Announcements

The Ryder's are expecting their baby around the 3rd of August.

X. Adjourn

Ryder moved to adjourn the meeting and Knudson seconded. The meeting was adjourned at 6:45 p.m.

Respectfully submitted,

Lynn Jenison, Secretary