



MINUTES
Ellensburg Business Development Authority
September 20, 2005

PRESENT: Doug Ryder Charlotte Tullos Lynn Jenison Jerry Decker
 Fritz Glover Bill Meyer Bruce Tabb

ABSENT: Desmond Knudson Bob Titus

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, September 20, 2005. Doug Ryder, Chair, confirmed that a quorum was present and called the meeting to order at 5:40 p.m.

II. Minutes – July 19, 2005 Regular Meeting and August 4, 2005 Special Meeting

Fritz Glover moved to approve both sets of Minutes with minor corrections to each (which have been done). Lynn Jenison seconded the motion, and it passed unanimously.

III. Financials

Treasurer, Jerry Decker reviewed the Financials.

A. Approval of July and August 2005 Checks

July – For Group, Decker noted the new membership receipt with all other items being usual. For EBDA-Operations, the stock sale receipt was mentioned with all other items being usual. Decker moved to approve checks 9398-9416 in the amount of \$10,799.01. Glover seconded, and the motion passed unanimously. For EBDA-Airport, Decker noted the CERB Loan payment (paid mostly from savings and some from the sinking fund), the Singer Electric payment, and the fire protection payment with all other items being usual. Decker moved to approve checks 1360-1366 in the amount of \$42,788.03. Jenison seconded, and the motion passed unanimously.

August – For Group, Decker mentioned the membership renewal receipts and the Central Valley Bank CD increase and DeSCO payments with all other items being usual. For EBDA-Operations, all items were usual. Decker moved to approve checks 9417-9431 in the amount of \$7,138.10. Charlotte Tullos seconded, and the motion passed unanimously. For EBDA-Airport, Decker noted receipts from Hobart. Debbie

Strand has not received any additional word from Hobart. The Board directed Strand to contact Hobart about an update and whether Hobart received payment from Boeing. All other items were usual. Jerry Decker moved to approve checks 1367-1369 in the amount of \$3,707.31. Jenison seconded, and the motion passed unanimously.

B. Review of Financials – August 2005

Profit and Loss Budget vs. Actual by Fund – Revenues were over budget, due mostly to the sale of stock and increased memberships. Expenditures were also over budget due to the unbudgeted CERB loan interest payment, which was offset by savings in marketing, miscellaneous, and grant expenditures. Net operating revenues were about \$4,800 less than budget. Only one-half of the budgeted non-operating project costs have been expended. *Balance Sheet by Fund* – Decker stated our cash position has been reduced by the CERB loan payment, and noted Hobart’s and Worley’s account receivable. The NW Economic Development Course reimbursement was received. All other items are in a good position.

IV. Chair’s Report

A. Leasehold Tax Issue – Appeal Decision of DOR?

The Board discussed the appeal process to recover the reimbursed, but then repaid, Airport Land Lease Leasehold Tax. Jenison moved that we start the appeal process without the County’s assistance. Bill Meyer seconded the motion, and it passed unanimously.

B. Policy regarding Rents

The Board thoroughly discussed the revised *Policy Regarding Rent Payments*, including Jerry Decker’s suggestion to add a statement about obtaining a Financial Statement and Personal Guarantee with a security interest in assets. The Board directed Debbie Strand to obtain a decision, in writing, about this from the State Attorney General, before adopting the Policy.

C. Business Retention Visitation Grant

Group will administer this grant. Funding of \$5,000 was awarded to update the previous Business Retention Survey by interviewing 30 businesses overall. It is a 1:1 funding match.

D. By-law and Charter Revisions

Strand reviewed the changes made to the By-laws and Charter, which are not subject to a deadline. Basically, the changes were the name and term limits. Other changes involved trying to eliminate the redundancy between the two documents, especially concerning amendments. The Board also discussed whether and how term limits applied to a new member serving a retired member’s term, if redundancy and wordiness were based on legal requirements, if the City’s Attorney should be consulted, and whether the documents needed a total re-writing. The Board decided to make minor changes rather than major modifications to the Charter and that if the old term a new member is serving is less than one-half completed, it would be considered an entire 3-year term, but if the old term is more than one-half completed, a full 3-year term could be served. Changes to Section 6.09 (B) are to eliminate “The Executive Director shall work under the immediate direction of the Executive

Committee” and that an Executive Session can only be called for personnel and litigation issues. If Section 9.03 is removed, this information must be included in the By-laws. Strand is directed to verify the discrimination language in Section 8.10. The Charter requires City Council approval.

For the By-laws, the name was changed and Section 2.06 Executive Committee was changed to agree with wording in Group’s By-laws. By-laws do not need approval by City Council, only a Board Resolution for adoption.

The Board Members will further study the two documents and email notes about any inconsistencies or problem areas to Strand.

E. Other

None.

V. Director’s Report

A detailed written report was provided with Board packets. Strand announced that the Cady’s sold their Ellensburg home and will pay their MicroLoan in full with proceeds. We have been awarded a \$10,000 Incubator Grant from CTED for operations, including advertising, signage, library reference books, personnel, travel/meetings (such as the National Business Incubator Association’s Conference), a webmaster, and other items. The Bowers Road construction will begin next spring. The Board needs to consider and discuss a second Airport Building and the future of the Incubator Building if the City sells it.

VI. New Business

None.

VII. Other Business

None.

VII. Announcements

Strand has Harlem Ambassador (September 24th) and Chamber Installation (October 1st) tickets for sale.

X. Adjourn

The meeting was adjourned at 7:05 p.m.

Respectfully submitted,

Lynn Jenison, Secretary