



ELLENSBURG BUSINESS DEVELOPMENT AUTHORITY BOARD OF DIRECTORS MEETING MINUTES

Board Members: John Perrie, Chair Isa Holsclaw, Vice Chair Grant Clark, Treasurer Steve Townsend, Secretary	Deborah Bezona Scott Puntenney Scott Fendley	Council Liaison: Bruce Tabb	Staff: Margaret Reich
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Friday September 29, 2017- 8:20 am
City Council Conference Room
501 N. Anderson Street, Ellensburg

In attendance: John Perrie, Grant Clark, Deborah Bezona, Scott Puntenney, Scott Fendley, and Margaret Reich

Absent: Steve Townsend, Isa Holsclaw (resigned from EBDA board via email which was received late afternoon 9/28/2017)

Chair Perrie called the meeting to order at 8:20 AM.

Motion to approve August 2017 minutes. Board Member Fendley; second Board Member Perrie.
Approved.

NEW BUSINESS

In response to a request for information, firms with background/experience with strategic planning were contained in the board packet.

Motion to pursue negotiations with a property management firm. Board Member Fendley; second Board Member Perrie.
Approved.

A request for proposals (RFP) was let on September 1, 2017. Firms interested in providing property management services responded by the deadline September 20, 2017. The board authorized the Interim Executive Director to pursue negotiations with one of the responding firms.

Motion to utilize undisbursed Conference of Government grant funds and other funds to pay for the replacement of the roof at the Airport Building located at 3110 N. Airport. Board Member Fendley; second Board Member Perrie.
Approved.

On September 20, 2017, Interim Executive Director Margaret Reich attended the Conference of Government's monthly meeting to request undisbursed grant funds awarded to the Ellensburg Business Development Authority in October 2016 be reallocated toward the cost of replacing the roof at the Airport Building. Kittitas County Distressed Grant Program funds along with other funds will pay for the roof replacement. The contractor, M.G. Wagner, has received a notice to proceed, and work is likely to be scheduled for November/December 2017.

Motion to provide cash match funds in support of the National Endowment for the Arts Our Town Grant application for an Ellensburg Town Center. Board Member Fendley; second Board Member Perrie.

Approved (Clark voted no)

A request for cash funds in the amount of \$5,000 was presented to the EBDA board by the EBDA sub-committee, the Downtowners. The National Endowment for the Arts Our Town grant application was submitted for consideration on October 2, 2017. Award decisions are anticipated by April 2018, with project start date of August, 2018.

Motion to authorize tenant improvements at unit #3 (1201 Bagels), Airport Building. Board Member Fendley; second Board Member Perrie.

Approved.

1201 Bagels is making tenant improvements to unit #3 at the Airport Building. As per the rental agreement, tenant agreements require board approval.

OLD BUSINESS

Motion to approve the revised Charter, Bylaws and Interlocal Agreement. Board Member Fendley; second Board Member Perrie.

Approved.

A sub-committee comprised of three members of the EBDA board began work on a Charter and Bylaws review in June 2017. The sub-committee engaged the services of EBDA attorney, Chuck Zimmerman, and updates to the Charter and Bylaws were created. Along with these two documents, Chuck Zimmerman and City Attorney Terry Weiner facilitated the new EBDA/City Interlocal Agreement.

STAFF REPORTS

At the August 2017 EBDA Board meeting there was a mention of \$40,000 being discovered for repairs on the Incubator Building; this was in error.

Drafted: 10/03/2017

Approved: 10/25/2017