



**ELLENSBURG BUSINESS DEVELOPMENT AUTHORITY  
BOARD OF DIRECTORS MEETING MINUTES**

<b>Board Members:</b>	Deborah Bezona	<b>Council Liaison:</b>	<b>Staff:</b>
John Perrie, Chair	Scott Puntenney	Bruce Tabb	Jim Armstrong
Isa Holsclaw, Vice Chair	Nicalee Smith		Sarah Truglio
Grant Clark, Treasurer	Chad Youngquist		Margaret Reich
Steve Townsend, Secretary	Scott Fendley		

Tuesday August 15, 2017- 5:30 pm  
City Council Conference Room  
501 N. Anderson Street, Ellensburg

In attendance: John Perrie, Grant Clark, Steve Townsend, Deborah Bezona, Scott Puntenney, Scott Fendley, Bruce Tabb, Isa Holsclaw, Chad Youngquist, Jim Armstrong, Sarah Truglio, and Margaret Reich

Absent: Nicalee Smith

Also present: Nancy Goodloe, Emily Goodall, Mary Morgan

Chair Perrie called the meeting to order at 5:30 PM.

**Motion to approve agenda.** Board Member Townsend; second Board Member Clark.  
**Approved.**

**Motion to approve July 2017 minutes.** Board Member Bezona; second Board Member Townsend.  
**Approved.**

**NEW BUSINESS**

The EBDA website has successfully migrated from Go Daddy to the City of Ellensburg's web platform. The content and layout will evolve over time.

The Board is interested in having a strategic planning process. Interim Executive Director Margaret Reich will develop a list of possible strategic planning contractors for the Board to review at the next meeting.

EBDA Board members provided an update to the strategic opportunities identified in October 2017.

Update on Strategic Opportunities:

Strategic Opportunity	Action Item	Responsible Party/s
Create an investment fund	Meet with Scott Repp to learn more about how he got his fund up and running	Steve
Develop/Trade Dolarway Property	List of authorized use in light industrial zone provided. City to list property for sale.	Nicalee
Enhance EBDA image	Website migration complete. After strategic planning session/s, branding and messaging.	Margaret

Strategic Opportunity	Action Item	Responsible Party/s
Water Street business corridor	Continue to explore possibilities with KRD, Darigold. EBDA to assist with financing YMCA building.	Jim Deborah Downtowners
Downtown Hotel	Progressing. Parking lot property closed; SEPA submitted to City.	Steve Downtowners

**Motion to make contact with the Elks Building property manager to inquire about EBDA office space.** Board Member Holsclaw; second Board Member Clark.

**Approved.**

Chair Perrie discussed the need for a more visible presence in the community. At the direction of the Board, Interim Executive Director Margaret Reich will contact the Elks Building property manager to discuss space options.

## **OLD BUSINESS**

**Motion to accept Charter and Bylaws Subcommittee recommended updates, and forward updates to EBDA Attorney for legal review.** Board Member Fendley; second Board Member Punttenney.

**Approved.**

The Charter and Bylaws Subcommittee (Members Bezona, Perrie, and Punttenney) accepted edits from the Board and Jim Armstrong. This updated version of both documents was shared with the full board. There was a brief discussion about Board composition, and a sample board matrix was provided for board review.

**Motion to withdraw application for a planning grant submitted to the Community Economic Revitalization Board.** Board Member Clark; second Board Member Fendley.

**Approved.**

Late last year, the EBDA contractor, Kittitas County Chamber of Commerce, submitted a grant application to the Community Economic Revitalization Board (CERB) to fund a feasibility study for constructing a building at the airport. The grant required a \$17,000 match from EBDA. It was decided to withdraw the EBDA application for planning funds at this time.

**Motion to proceed with conversations with the Small Business Administration, and the furthering of a collaboration to include a lender's forum.** Board Member Holsclaw; second Board Member Clark.

**Approved.**

Chair Perrie shared information with Board members about a meeting with the Small Business Administration (SBA). Two forums are recommended to initiate collaborations with SBA: a lender's forum, where local banks can learn about the re-tooled SBA programs available, and a lender/small business forum to get financial people and businesses together.

The SBA offers microloans to businesses ranging from \$500 to \$50,000. The Board will continue to deliberate about the best use of the Microloan Program.

Board Secretary Townsend summarized activities discussed at the Downtowners Subcommittee meeting, including: YMCA study; real estate transaction closing on the hotel parking lot; and the SEPA for the hotel being submitted to the City of Ellensburg.

## STAFF REPORTS

### **Motion to write off the bio-diesel debt and continue with legal means to recover costs.**

Board Member Townsend; second Board Member Bezona.

**Approved.**

It was noted that collections have not been successful at finding assets that could be sold to recoup costs. Discussion also about Ellensburg Distillery debt, and the hiring of legal services.

### **Motion to update Waste Management service at the Incubator, instruct Executive Director to have authority to decide trash bin size and frequency of pick up in the future, and EBDA is to start charging tenants at the Incubator and Airport buildings those utilities named in tenant agreements beginning October 1.**

Board Member Fendley; second Board Member Holsclaw.

**Approved.**

Executive Director's report included discussion about lack of compliance with tenant agreements, tenant utilities paid by EBDA, Incubator common use area and fee, SBA and CWU meetings to promote partnership and economic development, budget process on the horizon, as is the strategic planning process. Also, EBDA Board meetings will be held the fourth Wednesday of the month starting with their September 2017 meeting.

Chair's report discussion about Council decision to move administration in house, property management and future contracting between the EBDA and the Kittitas County Chamber of Commerce, and alternative management models.

Chair adjourned meeting at 7:45 PM.

**Drafted:** 08/21/2017

**Approved:** 9/29/2017