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# Ellensburg Business Development Authority    MINUTES

Board of Directors Meeting, Tuesday, April 19, 2016  
@ Kittitas County Chamber of Commerce  
609 N Main Street Ellensburg, WA 98926

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**Present:** Craig Smith, Ric Byham, Grant Clark, John Perrie, Bruce Tabb, Nicalee Smith, Steve Townsend

**Staff:** Jim Armstrong, Sarah Truglio, Lindsey Ozbolt

Quorum was established. Meeting called to order at 5:35 p.m. by Ric Byham.

**I. Agenda Motion** by John to approve the revised agenda presented at meeting. Seconded by Bruce.

**II. Minutes** Question asked if signature cards had been completed. Board directed that Grant and Lindsey be added as signatories. Need Central WA Economic Development District project list sent to board. **Motion** by Bruce to approve the March Minutes. Seconded by Ric. Motion approved.

## II. Financials:

Jim presented the financials and announced that Ellensburg Distillery is in arrears more than \$5000. **Motion** by Ric to begin failure to pay process through Jim Dennison, Seconded by Nicalee. Hobart debt ~\$3000, appears first and last was paid, can we write off remainder? **Motion** by Ric for staff to present how accounts can be balanced, Seconded by John. **Motion** by Grant to approve the financials, Seconded by John. Motion approved.

## IV. Old Business

- a. **Board Vacancy:** Steve Townsend was approved by Council on 4/18. There is one vacancy remaining. During discussion, John, Craig, and Bruce named Chad Youngquist, Jason Hazelett, and Lee Honeycutt as potential members. Craig and Bruce will reach out to them to gauge interest.
- b. **By-Laws Update:** Wait for a full Board to start the process.
- c. **Incubator Update – Bio-Diesel:** Jim contacted Dennison for legal update. Bio-Diesel has not removed all tanks etc.
- d. **Sale of City Dolarway Property - Update:** John Akers suggest we use RFQ with commercial realtors to sell 4 city lots. Jim & Lindsey amending RFQ, will work with Craig. Staff to follow-up with City on potential development issues.

## V. New Business:

- a. **EBDA funding for boutique hotel:** Bruce gave update from Downtowners group, discussion ensued. Ric requested white paper on topic from Bruce for next meeting. Angel funding was mentioned and potential opportunity for bonding.
- b. **Vacant Spaces at Airport & Incubator:** Jim said there is one vacant at Incubator and 2 at Airport. Getting requests for space.
- c. **Incubator Inspection Results:** Sarah gave overview of maintenance needs at both buildings. Roof at Incubator is biggest concern, discussion ensued. Staff to prepare itemized list of needs and cost estimate for next meeting.

- d. **Incubator Policies & Marijuana Lease Policy:** Board not interested in Marijuana leases, however is potential legal issue. Jim to research legal issue with Marijuana. Work on policies when there is a full board.
- e. **Lease Updates:** Jim stated staff has begun review of all leases. There has not been consistency with graduated rent. Staff to prepare review summary for board. Discussion around late payments and possibility of ACH/credit card payments.
- f. **Strategic Plan Update:** Board directed staff to bring a cost estimate and timeline from Kathleen Horner Strategic Planning. Good to do new planning process with new board.

**VI. Good of the Order:**

- a. None

**VII. Adjourn** - Meeting adjourned at 7:09 p.m.