
Ellensburg Business Development Authority MINUTES

Board of Directors Meeting, Tuesday, May 17, 2016
@ Kittitas County Chamber of Commerce
609 N Main Street Ellensburg, WA 98926



Present: Ric Byham, Grant Clark, Isa Harrison, John Perrie, Bruce Tabb, Nicalee Smith, Steve Townsend

Staff: Jim Armstrong, Sarah Truglio, Lindsey Ozbolt

Quorum was established. Meeting called to order at 5:32 p.m. by Ric Byham.

I. Agenda Motion by Steve to approve the revised agenda presented at meeting. Seconded by Grant. Motion approved.

II. Minutes Motion by Steve to approve the April Minutes. Seconded by Grant. Motion approved.

II. Financials:

Lindsey presented the financials. The idea of putting special projects in a row instead of a column was discussed. General discussion regarding liquidity of account and format. Financial sub-committee (Grant, Bruce, & Steve) to meet with staff to revise financials format. **Motion** by Grant to approve the financials, Seconded by John. Motion approved.

IV. Old Business

- a. **Checking/Savings account signatories:** All signers except for Ric need to be removed on the Cashmere Bank accounts and Jim, Craig, Grant and Lindsey need to be added. In process and all paperwork should be completed prior to next board meeting.
- b. **Board Vacancy:** John gave nominating committee recommendation. **Motion** by Bruce and seconded by Grant to appoint Chad Youngquist. Motion approved. John to contact city regarding nominating committee and board decision. Motion approved.
- c. **By-Laws Review:** Wait for a full Board to start the process. It was suggested that we discuss adding the ability to do electronic votes to the by-laws.
- d. **City Dolarway Property – Update:** Lindsey presented two RFP responses received by deadline. Staff will call David to see about the sale price and commission. **Motion** by Steve and seconded by Bruce to select Roger Weaver of Re/max to sell the property, pending response from city in writing regarding how much money the EBDA will receive from sale. Motion approved 6-1, Isa voted no.
- e. **Marijuana policy- update:** Jim had a discussion with the city attorney and it was determined that the board can choose not to rent to marijuana related businesses as they are not a protected class.
- f. **Incubator Update – Bio-Diesel & Ellensburg Distillery:** Sarah gave overview status. Working with Olympic Collection Service. Waiting on court date and legal owners have been notified. Jim stated that Ellensburg Distillery process is in the hands of Jim Denison.
- g. **Incubator Leases & Policies:** Sarah gave overview and went through maintenance summary. Staff will look into oversized locking mailboxes, process for adding a sign across from Prospect Street entrance. Direction from board to move forward with maintenance (report back next month) and to work on redrafting leases with new property attorney. Should better address non-payment and removal of

equipment. Craig, Ric & Nicalee will meet with staff to put together draft policies for board review.

- h. **Vacant Spaces at Airport & Incubator:** Included in discussion of item g above. Staff to look into getting a cost estimate to remove Bio-Diesel equipment left behind.

V. New Business:

- a. **Prospective new tenant at airport:** Sarah introduced potential new tenant information. Board discussion ensued. **Motion** by Bruce and seconded by Isa to reject the prospective tenant's application because it is not a compatible use with the facility. Motion approved.
- b. **Prospective new tenant at incubator:** More information needed from the applicant i.e. business plan and detailed financials. Item tabled pending additional information.
- c. **Properties site visit discussion:** Weeds issues at sites need to be taken care of to improve the appearance of our sites. Staff to look into proposals for yard maintenance contract. Ric stated general upkeep should be resumed and everything brought up-to-date.
- d. **Incubator Roof:** Rodeo Roofing said that their estimate from 2014 is still valid. Another bid was submitted from Webb Roofing. Staff will draft an application request for .09 distressed sales tax funding in conjunction with the city from the county program. Staff will work with the city on a bidding process for roof repair contract when necessary.
- e. **Strategic Plan estimate and timeline:** Plans were made to reach out to committee members to find a date and time in July or August for a special meeting to work on our operational plan. Staff will send out strategic plan information that was compiled in 2014.
- f. **Website Information:** Needs to be updated to have current committee members as well as removing personal email addresses from website.
- g. **Downtown Hotel feasibility study:** Steve gave an overview. Bids were made for analysis of the feasibility of building a hotel in the empty lots by the Elks Building or a renovation of the Ellensburg Hotel. Cost of study would be approx. \$11,500. Funding options suggested to look into further included the lodging tax funds, EDA or EBDA available funds. Continue discussion next month.
- h. **Local Community Investment Models:** Bruce gave high level overview.

VI. Good of the Order:

- a. Lindsey to send draft agenda and minutes to board president for approval prior to sending out to entire board.

VII. Adjourn - Meeting adjourned at 8:13 p.m.