



**Ellensburg Business Development Authority
March 20, 2007**

PRESENT:	Bruce Tabb Fritz Glover	Doug Ryder Desmond Knudson	Jerry Decker Charlotte Tullos
ABSENT:	Lynn Jenison	Bill Meyer	Bob Titus
STAFF/GUESTS:	Debbie Strand	Sherry Luke	

I. Establish Quorum

The Ellensburg Business Development Authority (EBDA) met in the 221 E 4th conference room on Tuesday, March 20, 2007. Bruce Tabb confirmed that a quorum was present, and called the meeting to order at 5:36 p.m.

II. Minutes – January 16, 2007

Charlotte Tullos moved to approve the minutes of January 16, 2007 as presented. Jerry Decker seconded, and the motion passed unanimously.

III. Financials

Jerry Decker, Treasurer, reviewed the Financials.

A. Approval of January and February 2007 Checks

January – Decker noted reimbursement from the City of Ellensburg for one-half the Incubator fire alarm system, and with all other items usual, Decker moved to approve EBDA-Operation's checks 9751-9766 in the amount of \$8,968.25. Fritz Glover seconded, and the motion passed unanimously. For EBDA-Airport, Decker noted payments for J.R. Drafting's Comtronic drawing and the final 2006 land lease. With all other items normal, Decker moved to approve checks 1429-1434 in the amount of \$7,363.36. Bob Titus seconded, and the motion passed unanimously. **February** – Decker noted the audit payment and with all other items usual, moved to approve EBDA-Operation's checks 9767-9785 in the amount of \$13,309.79. Doug Ryder seconded, and the motion passed unanimously. For EBDA-Airport, J.R. Drafting's Comtronic drawing and the 2007 ground lease payments were noted. With all other items usual, Decker moved to approve checks 1435-1440 in the amount of \$10,837.57. Doug Ryder seconded, and the motion passed unanimously.

B. Review of Current Financials

Profit and Loss Budget vs. Actual by Fund – Actual revenues were more than budget due to ADO funds and annual meeting sponsorships. Expenditures were less than budget due to annual meeting, audit, project, and supply expenses. The Comtronic

Systems building expenses will be capitalized with a summary sheet provided with future financials. **Balance Sheet by Fund** – Group’s receivables are for memberships, Operation’s receivables are for Aragorn-Miglino and the Group’s payroll contract, and MicroLoan’s receivables are for Worley.

C. Audit Report

An exit interview is scheduled for April 10, 2007 at 9:00-9:30 a.m.

D. Motion to approve Bank Signatories

Jerry Decker, Doug Ryder, Bob Titus, Jim Armstrong, and Debbie Strand are authorized to sign checks for Ellensburg Business Development Authority’s Operations, Airport, and MicroLoan funds at Cashmere Valley Bank, Sterling Savings, Yakima Federal, and a new MicroLoan account at Washington Mutual Savings. Current signatories at Wells Fargo MicroLoan account (to be moved to Washington Mutual) are Jerry Decker, Bob Titus, Bill Meyer, Lynn Jenison, and Debbie Strand. Charlotte Tullos moved to approve these signatories at all banks and for all accounts. Fritz Glover seconded, and the motion passed unanimously.

IV. Chair’s Report

A. New Tenant Lease

A draft Lease Agreement for Comtronic Systems was thoroughly reviewed and discussed by the Board (Lynn Jenison emailed comments to Debbie Strand). Major topics involved writing this Agreement specifically for Jeff Dantzler, Comtronic Systems; changing the lease term to five years, changing the Landlord’s obligation for exterior maintenance (including snow removal in parking lot) to be a Tenant responsibility; using Desi Knudson’s Commercial Lease Agreement as reference; and, after revisions sending it to Dantzler for his review and input to keep him an integral part of the process.

Bob Titus moved to authorize Debbie Strand, Executive Director, to revise the draft Lease agreement per Glover’s and Jenison’s suggestions and Knudson’s Commercial Lease Agreement, change interior and exterior maintenance to be the Tenant’s obligation, and provide a copy to Jeff Dantzler as soon as possible. Jerry Decker seconded, and the motion passed unanimously.

B. New Land Lease

The Board also thoroughly reviewed and discussed the new Land Lease with Kittitas County for Comtronic Systems. Specific discussion items included changing our address on the last page, making the term the same as with Comtronic Systems, reviewing RCW 36.34.180, using the correct Fire District number, use of arbitrary wording (pleasant landscaping, sign placement, and others), adding to the light industrial purpose “or other use consistent with zoning”, changing normal and after-a-fire inspections to “with reasonable notice”, modifying the assignment to allow sublease to Comtronic Systems, and coordinating the hold harmless clause with the Comtronic Systems lease. Jenison’s emailed comments were to be certain that the Kittitas County’s lease and our lease with Comtronic Systems were similar.

Bob Titus moved to authorize Debbie Strand, Executive Director, to make changes to coordinate the Kittitas County and Comtronic Systems leases with a copy emailed to

the Board before forwarding the revised Land Lease to Kittitas County. Desi Knudson seconded, and the motion passed unanimously. Further discussion involved seeking legal council to verify that the two leases meshed and providing Comtronic Systems with a copy of the tentatively approved Kittitas County Land Lease.

C. New MicroLoan Guidelines

The guidelines were revised to increase loan limits to \$35,000, change interest from 8% to prime, and increase the term from 72 to 84 months. The Board discussed “core documents” and the need for consistent guidelines. Bob Titus moved to approve the revised MicroLoan Guidelines as presented. Bill Meyer seconded, and the motion passed unanimously.

V. Director’s Report

A. Building Update

Strand will email a synopsis of the progress. Glover proposed to get the City of Ellensburg involved in the Comp Plan to expand the UGA. Because the Comp Plan is finalized, this would now require an amendment with a \$300 fee. Glover moved to recommend to the City of Ellensburg that they request an amendment to expand the UGA. Jerry Decker seconded, and the motion passed unanimously.

B. Tenant Updates

Not reviewed.

C. Staff Activities

Not reviewed.

VI. New Business

None.

VII. Other Business

None.

VII. Announcements

None.

VIII. Adjourn

Knudson moved to adjourn the meeting at 7:26 p.m. Glover seconded, and the motion passed unanimously.

Respectfully submitted,

Debbie Strand, Executive Director for the Secretary