

MINUTES

Phoenix Development Authority September 9, 2003

PRESENT: Bob Titus Desmond Knudson Jerry Decker Lynn Jenison
 Fritz Glover Bill Meyer Doug Ryder Charlotte Tullos
 John Winbauer

ABSENT:

STAFF PRESENT: Debbie Strand Sherry Luke

I. Establish Quorum

The Phoenix Development Authority met in the Phoenix Conference Room in Ellensburg on Tuesday, September 9th, 2003. Chair Bob Titus confirmed that a quorum was present and called the meeting to order at 5:30 p.m.

II. Minutes: July 8, 2003

A motion to approve minutes was made by John Winbauer, seconded by Fritz Glover, and passed unanimously.

III. Financials

A. Approval of July and August 2003 Vouchers

July 2003 – For Group-PDA Operations, Decker noted Zilkha membership income and Central Nursery expense, and then made a motion to approve checks 6837-6871 in the amount of \$13,893.07, which was seconded by Lynn Jenison and passed unanimously. For the Airport Building, Decker noted nothing unusual and moved to approve checks 1233-1236 in the amount of \$2,801.86, which was seconded by Doug Ryder, and passed unanimously.

August 2003 – For Group-PDA Operations, Decker noted membership income and a sponsorship expense, and finding nothing else unusual made a motion to approve checks 6872-6895 in the amount of \$9,593.87, which was seconded by Glover, and passed unanimously. For the Airport Building, Decker noted rent income and expenses for property insurance, Strand reimbursement, lawn mowing, and a water line. All else being normal, Decker made a motion to approve checks 1237-1242 in the amount of \$5,105.71, which was seconded by Ryder, and passed unanimously.

B. Approve Corrections of Vouchers in April and May 2003

Decker made a motion to approve corrections to check 6778 in April and check 6805 in May. Jenison seconded the motion, and it passed unanimously.

C. Report: August 2003

Profit Loss Budget vs. Actual – Decker noted total operational income of \$128,929 compared with total operational expenditures of \$115,628, resulting in net revenues. Unusual items included the bad debt, building fund, no Phoenix Office rent, and installment payments for insurance. For grants, the Forest Service grant final reimbursement request was just submitted. This is a grant received by the Phoenix Economic Development Group for marketing.

Balance Sheet by Fund – Several rents are past due but we expect payment shortly. Mary Varner still owes \$214.93 to pay microloan in full, but payment is expected. Equity and net revenues are both in strong positions.

IV. Chair's Report

A. Draft Agreement for Operations and Organization Chart

Titus reviewed the Executive Committee's recommendation for Option #1 with appropriate changes to By-Laws and Charter. The new Executive Committee will be comprised of officers from both Group and PDA. Other discussion involved allocation of expenses based on income and yearly adjustments to the expense allocation. Charlotte Tullos then made a motion to approve Option #1 with the Executive Director under the Executive Committee on the Organization Chart and expenses being shared by Group and PDA based on financial contributions in the Agreement. Decker seconded the motion and it passed unanimously.

B. Painting of Incubator

Strand reported that of the 2002 bid in the amount of \$8,200 to paint the entire incubator building, \$3,000 remained to complete painting the front of the building and was included in the 2003 budget. Glover made a motion to have the painting completed at the original bid price. Ryder seconded the motion, and it passed unanimously with one abstaining vote by Jenison.

C. Build out of Airport Building Bay #3

Strand reported that all bid documents have been compiled for the build out of Bay #3 at the Airport Building and have been given to Ryder and Knudson to review. A \$20,000 grant was received from Kittitas County to do the build out, including an 18'x18' office, one restroom, and a partially enclosed storage room. Brad and Burke presented a \$1,200 proposal to install a Comfort Air Heating/Cooling unit in the office, as opposed to an approximate cost of \$5,000 to install a conventional heating/cooling system. Knudson wants to review Brad and Burke's proposal. Vida Grande is a potential tenant, possibly with a lowered initial rent with Board approval (a new tenant for Vida Grande's bay in the incubator building has already been identified).

D. Change Meeting Date

The Executive Committee recommends that Group and PDA hold joint or back-to-back meetings on Group's normal meeting day of the last Friday of the month. A discussion followed. PDA Board members agreed that holding meetings on the same day worked

well.

VI. Director's Report

A written report was provided. Strand noted that Web Site Hosting counts hits to web sites with Phoenix accumulating 4,500 January through August of 2003, and already having 137 during September.

VII. New Business

Strand also reported the audit of PDA's 2000 - 2002 records has been postponed by the auditor for several weeks. The cost is approximately \$5,000.

VIII. Other Business

None

IX. Adjourn

Jenison made a motion to adjourn the meeting, Bill Meyer seconded the motion, and it passed unanimously. The meeting was adjourned at 6:32 p.m.

Respectfully submitted,

Doug Ryder
Secretary