Ellensburg Business Development Authority
May 3, 2007

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

I. Establish Quorum

The Ellensburg Business Development Authority (EBDA) met in the 221 E 4th conference room on Thursday, May 3, 2007. Bruce Tabb confirmed that a quorum was present, and called the meeting to order at 5:30 p.m.

II. Minutes – March 20, 2007

With minor corrections, Lynn Jenison moved to approve the minutes of March 20, 2007 as presented. Fritz Glover seconded, and the motion passed unanimously.

III. Financials

Jerry Decker, Treasurer, reviewed the Financials.

A. Approval of March and April 2007 Checks

March – Noting no unusual activity, Decker moved to approve EBDA-Operations checks 9786 – 9805 totaling $10,252.15. Doug Ryder seconded, and the motion passed unanimously. For EBDA-Airport, Ryder questioned the method of accounting for the Comtronic building. Strand stated that no new "company" would be set up in Quickbooks. Both the old building and the new building will be accounted for under the "company" Airport but the two buildings will be separated by "class" which will enable each building to be tracked separately. Decker noted the check to All Aces Paving for snow removal in 2004 and 2005. Billing was not received until recently for services rendered. Additionally, legal expenses related to the Comtronic lease were expended. Decker moved to approve checks 1441-1444 in the amount of $1,145.12. Glover seconded, and the motion passed unanimously. ***April*** – Decker noted no unusual activity for EBDA-Operations and moved to approve 9806-9827 in the amount of $10,771.84. Glover seconded, and the motion passed unanimously. For EBDA-Airport Decker noted that the majority of the checks issued are related to the Comtronic Building project. Decker moved to approve checks 1445-1453 in the amount of $7,238.86. Titus seconded, and the motion passed unanimously.

B. Review of Current Financials

Profit and Loss Budget vs. Actual by Fund – Actual revenues are less than budget due to the timing of the receipt of the ADO funds. Funds were received after the financials prepared. Expenditures were less than budget due to annual meeting, audit, board insurance, payroll and project expenses being less than budget. A spreadsheet showing the Comtronic Systems building expenses to date was provided. ***Balance Sheet by Fund –*** Operation's receivables are for Aragorn-Miglino and Group's payroll contract. MicroLoan's receivables are for Worley. Aragorn has promised to pay in full by mid May.

C. Audit Report

Decker informed the Board that the State Auditor considers the current method of billing Group for payroll services quarterly after the amount is expended is considered lending of public funds. The Auditor is strongly leaning toward making this a finding on our report. A finding is considered a significant issue and as such is reported to the public. General discussion occurred regarding the audit. EBDA Board members discussed various methods of rectifying the lending issue. Titus moved to direct staff to prepare an agreement to cover payroll services provided to the Economic Development Group by EBDA. Ryder seconded the motion. For the present time Group will be billed for payroll expended at the time that payroll checks are issued and Group will pay EBDA immediately. Other options for handling payroll can be discussed at a later date.

Strand reported that the Exit Conference with the Auditor will be scheduled for later this month and Board members will be invited. At the Exit Conference EBDA will be given a draft final report. We will have the opportunity to address the results of the report. Our comments will be made part of the final report that is issued.

IV. Chair's Report

A. Resolution Approving CERB Matching Funds

The Resolution formalizes the $50,000 cash match and $50,000 in kind match approved last year by the EBDA Board. This is a requirement of the CERB funding. Jenison moved to approve the resolution and Ryder seconded. The motion passed unanimously.

B. New Land Lease

Strand distributed land lease. Changes have been made based on Board's input. Land lease is not ready for signature yet. Clean up work has not been completed on the site and boundary line adjustment will not be done until that time. Once clean up is completed, expected early next week, the boundary line adjustment will be recorded and the lease can be signed. Board members expressed concern that the tenant is being requested to sign a lease on the building without a land lease in place.

V. Director's Report

A. Building Update

Specification book and drawings have been completed. Bid advertisements have been placed in several publications. Project is out to bid.

B. Tenant Lease

An email received from Jeff Dantzler of Comtronic Systems was distributed to the Board regarding his comments on the land lease. Board discussed items in detail. Staff will review and bring back recommendations to Board.

C. Tenant Updates
No additional comments.

D. Staff Activities
Not reviewed.

VI. New Business
None.

VII. Other Business
None.

VII. Announcements
None.

VIII. Adjourn
Jenison 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