

**North Bonneville Public Development Authority**  
**Meeting Minutes from Tuesday Apr 26, 2016**  
**102 CBD Mall Dr. Unit #3 @ 6:00 pm**

**Meeting called to Order:** 6:14pm

**Roll Call** Secretary/Treasurer Dan Smith confirmed the presence himself, Pres. Adam Schaeffer and Vice Pres. Dolly Newman. Also in attendance was store Manager Robyn Legun, Attorney Teunis Wyers and new Board member Mike Baker.

An **Agenda Change to New Business** was made by Mr. Smith to add a discussion about Board Officer re-elections

No **Opening Public Comments** were offered and an **Opening Board Comment** was made by Mr. Schaeffer who expressed his gratitude for Mr. Baker's volunteering to accept the conditions and agreeing to serve on the PDA's Board of Directors.

In the **Manager's Report, which** included February and March, Mgr Legun outlined the store's new staffing situation after adding some temps for the summer and noted that sales for the season were already rebounding and projections looked as strong a possible 30% increase the year.

She said she would also be hiring a part-time assistant/office manager as soon as practical.

She said the State was planning an integrity audit sometime this fall.

She addressed the latest from the LCB concerning the implementation of the medical endorsement, which so far, is very little except to say that those customers will not likely be charged the excise tax. Specific processes are still to come hopefully by July's implementation date.

It was also reported that the sales event of April 20<sup>th</sup> netted the largest daily totals to date.

The **Budget Report** showed expenditures well below projections at around 14% of the total budget to date. She laid out some minor line item revisions that would help keep it all in line going forward.

In **Old Business**, the **Landscaping Plan's** progress and costs to date were noted and portions of the work are still in progress.

A new **CPA Contract** was needed to cover increased costs related to loan discovery and the upcoming State audit.

The new **PDA Website** has been completed and a determination for posting data on the website was planned for the next meeting.

In **New Business** the **Consent Agendas** from February and March 2016 containing **invoices, payroll** and the **minutes** of the last meeting were approved by unanimous vote.

**Charter Amendments** which would require City Council approval were explained, discussed and adopted unanimously. Ms Legun planned to deliver those the City Hall. The **Budget Revisions** outlined in the Manager's report were also adopted unanimously.

A new **Insurance Contract** was introduced as a means to not only lower costs but also to provide theft protection in place of the earlier bonding requirement.

Mgr Legun presented a proposal for a new **Management Contract** and salary increase to be commensurate with not only the progress made during the first year but also the additional duties to be encompassed in forthcoming job descriptions. It was approved by unanimous vote.

Ms. Legun gave several options available for addressing the payback of the several **Loans** and recommended one which she felt would be most cost effective. That plan calling for year-end payouts as affordable was also approved unanimously.

She iterated a **PR Strategy** which would include regular tax payment and other data being reported to the city.

A discussion of **Board Officer elections** was held in which it was determined that such elections should be postponed until everyone on the Board had completed the new training requirements levied by the state, hopefully by the next meeting. Meanwhile Mr. Baker agreed to be acting President, Mr. Schaeffer agreed to be acting secretary and Mr. Smith agreed to remain as treasurer while Ms. Newman agreed to continue as Vice President.

The **next meeting date** was set for Thursday July 21<sup>st</sup> , 2016 @ 6pm

No **Closing Public or Closing Board Member Comments** were offered.

**Adjournment** was @ 8:05pm

Dan C. Smith  
Secretary/Treasurer