

**NBPDA**  
**Meeting Minutes**  
**04/27/2017 6:30 PM**  
**102 CBD Mall #3**

**Call to Order** -6:37pm

**Roll Call-** President, Mike Baker, Secretary/Treasurer, Adam Shaeffer, Alternate, Dan Smith, Executive Director. Robyn Legun, Admin Assistant, Hannah Settje, Mayor, Don Stevens, Legal Counsel, Teunis Wyers

**Agenda Changes-** None

**Board Comments-** Landscaping Looks great at the store, Robyn explained the drainage and tree trimming processes. Note the 4:20 BBQ was a great success, discussion on possibly doing it more throughout the year. Discussion on 7:10 holiday, oil day, and marketing strategies. Also discussion on end of summer donation/ community day, where store proceeds go community. Also discussion on Gorge Days in July.

**Manager's Report** -Quarterly finance report shows store close to online with budget, noted the petty cash was in wrong column and adjustments to that process have been put in place. P&Ls are down from last year, we are trying to catch up to last year's sales. Less tourism might be why, also Oregon's competition might be a factor with some man new shops there. We are now looking at every day's sales vs. previous years, comparing weather related incidents as well.

The Evergreen Club has had a great customer response, and we are working on the great deals for customers. If customer purchase 10 times they receive a discount, noting this is helping the sales of higher end products to customers who do not regularly purchase them.

Payroll was up a bit but expenses are under from last year. More processes are in place for tighter purchasing. Over all the 1<sup>st</sup> Qrt looks good.

Discussion on the increase in advertising, we are not advertising in Portland market, mainly in the Gorge areas, using print ads and radio. Seems to be having a good turn out with more customers remarking on hearing and seeing us.

Robyn attended the City Council meeting and received a yes vote to the Charter Amendment, which officially allows PDA to have a 3 member Board with 2 alternates. The City Lawyer did ask questions about our debt situation and decisions to pay this off.

**Finance Report-** Budget discussion, we are at 20% sales for the budget so far this year. Discussion on spending procedures.

**Old Business**

DEBT RETIRMENT STRATGY: Payoff strategy to be discussed- Legal Counsel discussed how this is a significant project, and some of the basic data was skewed on original agreements. He is looking into those numbers and is figuring out actual balances which should be completed by June 2017. Counsel is in negotiations for interest rates, payments and principal of specific loans  
Also, a discussion on federal government control on industry and what their decision might be in future.

Discussion about the amortization of John Spencer loans. See Draft "Loan Document,"

Discussion on negotiation of the other outstanding loans and other lenders. It would be nice to have retirement dates, and no prepayment penalties with no compound interest. Some lenders are not responding to inquiries about loans.

Fern Armstrong has agreed to decrease the office rent from \$500 to \$400 per month.

Discussion on paying off all lenders with Fern's help or just some, also discussed the use of the revenue from 2016.

**Motion to give Legal Counsel Teunis Wyers, Robyn Legun and Mike Baker permission to negotiate loan agreements with all lenders using the draft "Loan Document" as a guideline for the 2% payments. 2<sup>nd</sup> to the motion, unanimous decision to approve.**

**USE of 2016 REVENUE** -\$47,000 in revenue from 2016, discussion on how to use it. \$2,00 was already given to City of North Bonneville for playground fund, the rest in in reserve in bank.

**Adam motioned to pay off \$30,000 in debts, Dan 2<sup>nd</sup> motion, unanimous decision to pay \$30,000 to the Ashby loan which would retire the note.**

Robyn will contact the owner of the Ashby note and set up pay off.

Discussion on current amount of all the loans paying them off in next couple of years and what the best strategy would be to complete this. Discussion on the possibility of Fern Armstrong renegotiating her current loan and possibly help off-set the payment in full of another lender's note.

## **New Business**

CONSENT AGENDA: Minutes, Invoices, Payroll for February and March 2017-  
**Adam moved to approve the consent agenda, Dan 2<sup>nd</sup> motion, unanimous decision to approve.**

LANDSCAPING CONTRACT PROPOSAL-Proposal attached, Robyn read the proposal and discussion with Board ensued. **Board decided to NOT approve the landscaping contract.** Will ask store employees to work on the project and the possibility of city employees working on it as well, with an inter-local agreement.

APPROVE NEW INSURANCE CONTRACT- Contract is already paid for and financed. Board discussed paying more off and continuing with financing. **Insurance Contract was tabled until next meeting.**

Discussion on using the BBQ as a marketing strategy and advertising it. Also, discussion on Chamber of Commerce meeting and what days they are. Robyn should be attending these meetings.

**SET NEXT MEETING DATES- Wednesday, July 19<sup>th</sup> at 6:30pm**

**Public Comment-** None

**Closing Board Comments** – New Discussion on odd tax problems with payroll and the federal government, having to do with a tax credit for an unemployment tax we didn't need to pay. Robyn is working on it with BBSI and Employment Security Department. Discussion on using the LLC for merchandising and product sales, Legal Counsel advises against it. Discussion on current vendor and how they are marketing and merchandising, how the company was set up. Should the PDA form a new entity to sell merchandise or marketing?

Comments on how Landlord, Eric Kackley would like to see the store building for \$300,000, short discussion on building a different building and/or obtaining new property for store location. Robyn is looking into some different funding options.

Mayor Stevens asked about the Personnel Policy updates discussed at last meeting. Updates have been written and implemented.

**Adjournment- 7:55pm**

Note: The public is always invited to attend meetings and the Board may adjourn to executive session in accordance with RCW 42.30.110 during any meeting.