

**North Bonneville Public Development Authority**  
**Meeting Minutes from Thursday June 25, 2015**  
**102 CBD Mall Dr. Unit #3 5:00 pm**

**Meeting called to Order:** 5:17pm

**Roll Call:** Secretary/Treasurer Dan Smith confirmed the presence of himself, President Tim Dudley, Vice President Judie Whitcomb, new Board Member candidate Dolly Newman, ex-officio Mayor Don Stevens, Manager Robyn Legun along with two members of the public.

No **Agenda Changes** were made.

**Opening Public Comments** were made by Mr. Adam Schaeffer who submitted his letter of intent to become a member of the Board which was accepted.

No **Opening Board Comments**.

**Attorney/Staff/Consultant Reports.** Mgr Legun delivered a state of store report with an analysis of payroll and its percentage of income goals.

With Gorge Days and other local events coming up, she said the store was planning to stay open late on occasion.

She Dir. Smith were in the process of updating the accounting system to accommodate the actual fiscal flow of payroll and banking.

The first inventories had been completed and no significant discrepancies had been found.

Industry partners had presented an opportunity to do joint marketing campaigns which she was exploring those.

The store ATM is working well enough to need more cash daily.

Additional staff would be needed to replace those who had left and that process would soon begin.

A customer loyalty program via an email list was being implemented.

The sign for the top of the building was ready to be installed and one of the staff members was working on a support structure for it. The other highway signage options needed to be reviewed with the Gorge Commission.

She had discussed the store's change of address to 420 Evergreen with city, county & state officials and was awaiting reactions.

At last try, the negotiations for store rent reductions had stalled. Some willingness to perhaps address it again later had been vaguely expressed by the landlord.

She had just learned that Oregon dispensaries would begin selling comparable recreational product as of October 1<sup>st</sup> this year and suggested we had some marketing challenges ahead.

Some merchandise with the store's logo had been ordered and changes in vendors and/or their pricing were being made to help increase our margins.

Director Smith reported having completed the requirements to dress the CAT5 cabling in the store to comply with the L&I electrical inspection and he had just notified the inspector.

The **Finance Report** containing the **Profit & Loss** statement for May, bank account **reconciliations** and the **claims summary**, showed sales still increasing at a steady rate which was deemed essential in order to afford resuming the loan interest payments on July 1<sup>st</sup>.

**Old Business** saw unanimous approval of at least a trial period for the **pin-debit card swipe** service in order to see how it affected sales as well as ATM usage. It could be discontinued at any time without cost.

The necessary alterations to the **landscape plan** to bring it in line with the results of the traffic engineer's study were approved by unanimous vote.

**New Business Consent Agenda** of **Minutes** of the last meeting, **Payroll** and **Invoices** was reviewed and approved by unanimous vote.

**Next Meeting Date** was had been previously set for Thursday July 30<sup>th</sup> @ 5pm.

No **Public Comments** were made and there were no **Closing Board Comments**.

**Adjournment** was @ 6:20pm

Dan C. Smith  
Secretary/Treasurer