

**North Bonneville Public Development Authority  
Meeting Minutes from Thursday October 30, 2014  
102 CBD Mall Dr. Unit #3 5:30 pm**

**Note: The public is invited to attend all board meetings.**

**Meeting called to Order:** 5:45pm

**Roll Call:** Secretary/Treasurer Dan Smith confirmed the presence of himself, President Tim Dudley, Vice President Tanya Knight, Director Judie Whitcom and Director Jeremy Bechtel. Consultant John Spencer and Attorney Teunis Wyers also attended.

**Pledge of Allegiance:** No Flag was present

**Agenda Changes:** Consultant Spencer added a review of the salary schedule for store staff to New Business.

**Public Comments:** None

**Board Comments:** None

**Attorney/Staff/Consultant Reports:** John Spencer reported still having some difficulty finding a bank. The one and only option available would likely cost \$15,000/yr to maintain. He said he believed it would be temporary and would go away with the federal banking agreements. Feasibility of operating on a cash only basis was discussed and the decision to put in an ATM was also explored.

He presented and quote for general liability insurance and said he was still shopping for more.

Half a dozen applications had come in from the request for hiring a store manager. Requirements of the job were discussed and clarified. The deadline for submissions is Nov. 10th

Mr. Dudley reported having spoken with the LCB agent and the background checks are still in progress.

Mr. Spencer said the insurance advice was that we develop a security plan, i.e. the alarming and monitoring systems and he was working on that as well as getting an online presence. Mr. Dudley agreed to begin that.

Spencer had arranged to meet with the One Alliance and he and Pres. Dudley agreed to attend their meeting together to field questions.

**Old Business:**      **Updates on projects** began with Secretary Smith's report on the plan for a media oriented soft open planned for Dec. 15. He and Mr. Spencer explained the details worked out in an earlier meeting with the advisors.

VP Knight gave her progress on safes and POS systems to date. Her efforts to secure quotes continue.

Mr. Smith also reported on alarm & camera systems saying he had met with the County Sheriff's office and gotten their advice and invited them to be there when the system is installed. The search for provider quotes continues. **Purchase Decisions** for store and office furniture had to be delayed until Mr. Dudley could acquire more quotes. The Chair pointed out the urgency of having some of these decisions made by next meeting. **Licensing** had been updated in earlier discussion.

**New Business:**      A **Consent Agenda** containing **Minutes** of the last meeting and an **Invoice** for the job application ads was approved by unanimous vote. The Chair said examples for a **Logo** would be presented at the next meeting. A plan for **Security Procedures** was still being developed by staff.

The Chair appointed Consultant John Spencer, Director Judie Whitcom and himself to a **Hiring Committee** charged with selecting a store manager.

A **Salary Schedule** was revised and presented by Mr. Spencer and he asked the Board to decide on a specific base pay and starting salary range. It was approved by unanimous vote.

**The Next Meeting Date:** was set for Thursday Nov. 6 @ 5pm

**Public Comments:** None.

**Closing Board Comments:**      Vice President Knight had donated a cordless telephone and the Board extended it thanks to her and to Mr. Wyers for his generous donation of an office desk and 15 stackable chairs.

**Adjournment:**              was at 6:58pm

Dan C. Smith  
Board Secretary.