

**NBPDA**  
**Special Meeting Minutes**  
**10/2/2019 6:30pm**  
**102 CBD Mall Dr. #3**

**Called to Order @ 6:41 pm**

**Roll Call** confirmed the presence of President Dan Smith, Vice President Tambra Kupetz, Secretary/Treasurer Adam Schaeffer and Executive Director Robyn Legun. Also present were Dave Kupetz and Fern Armstrong.

**Agenda change** The Executive Director suggested the items in New Business be taken in a different order due to the resolution numbering system that had been used.

**Opening Board Comments** were not offered.

**Opening Public Comments** were also not made

**Director's Report** – was waived for this special meeting. The next scheduled meeting would be the regular quarterly meeting in two weeks.

**Old Business** – There was none.

**New Business - Resolution 5.19 - Approval of Steven Helms to become a Board Of Directors alternate** was postponed because Mr. Helms was not present nor had he communicated with the Board or staff in any way.

**Resolution 5.20** waiving the State's daily bank deposit requirement because of our rural armored car logistics was determined to be permissible and adopted unanimously.

**Resolution 5.21- Dissolution of 484 Evergreen LLC** was also adopted unanimously. It was pointed out that the entity's purpose of real estate managing on behalf of the PDA was no longer foreseen as a potential need and the address in the name no longer existed.

The first annual **2020 Budget Review & Public Hearing** was opened. It consisted of a written explanation and highlights of the proposed budget for the coming year. Several budget categories were explained noting a modest increase in projected sales along with reductions elsewhere, like wages and benefits.

More traffic was expected to increase the ATM fees we receive. The tax percentages were delineated.

Professional Services had to be increased as there is to be another state audit next year. The Board suggested combining some of these sub-categories for the sake of simplicity.

The line item of rent had gone down almost 75% while the cost of utilities had gone up a bit due to the relocation.

The need to purchase new iPads to replace old ones which serve as cash registers was also discussed and a figure to budget was determined.

The suggested changes would be made by next meeting date and the public hearing came to a close.

Because Mr Helms had still not appeared, Mr. Schaeffer made an ammended motion to postpone resolution 5.19 until Oct. 16<sup>th</sup> and the vote to do so was unanimous.

**Next meeting date** was set for 10/16/2019 @ 6:30pm

**Closing Public Comment** was not made.

**Closing Board Comments** were likewise not offered

**Adjournment** was at 7:28pm