

**NBPDA**  
**Meeting Minutes**  
**9/26/2018**  
**102 CBD Mall #3**

**Call to Order-** 6:31pm

**Roll Call- President Mike Baker, Vice President Dan Smith, Executive Director Robyn Legun, Admin Assistant Hannah Settje, North Bonneville Mayor Brian Sabo**

**Agenda Changes-** Adam Schaeffer (treasurer) called in sick to meeting- excused  
Mike Baker adds WA state Employment Department Reports to agenda

**Board Comments-None**

**Director's Report-** Relocation of the store is ready, we are just waiting Liquor control enforcement to respond. The doors and windows are being worked. The city of Stevenson inspector will come to inspect building. There are permits filed for the new signage. The staff is in place with new schedule and hours. Short discussion rear entry and office entry. Suggestion on back door barricade.

**Old Business**

RELOCATION UPDATE- See Director's Report

**New Business-**

**Washington State Employment Department Reports-** Prior to doing our own payroll, we used BBSI, which filed the reports automatically. A prior employee was the only person on file with ESD, and communication was done to ESD to change personnel but there was no response. NBPDA was not able to file reports, there was a \$70 fee to state. Prior employee should have discussed the problem with Board not city counsel. Reports have now been filed and paid and are up to date.

**2019 BUDGET (Draft)-** There will be a 4th QRT revision to 2018 budget in next quarterly meeting. The 2019 budget draft is very close to 2018 3rd qrt revised budget, with expenses, payroll and sales staying the same. Changes for 2019:

Financial Services- No State Audit, down by \$15,000

Board Activities will be reduced

Utilities- will change reduced by \$700

Comm/Marketing-same as 2018

Rent- down \$32,000

Discussion on needing a few months at new location for projection of expenses and sales for 2019.

Store training increased to \$2,000 from \$500.00

North Bonneville city taxes NEED to be included in 2019 budget

Remodeling Expenses stay \$5,000

Still working on loan payments and debt reduction- discussion on commercial lending options and the possibility of renegotiating loans with current lenders. A balloon payment is coming due at end of 2019.

Budget is a work in progress with new location. Hoping on net income of \$55,000 in 2019.

**CURRENT LEASE OPTIONS-** Legal Council gave some suggestion via phone, will start the process in writing with current landlord.

**SET NEXT MEETING DATES-October 17, 2018 6:30 pm**

**Public Comment-** Mayor Sabo, discussion on PDA Board members terms and elections and how they are processed. Subject was brought up to North Bonneville City Counsel . Discussion on how the election process is written in Charter. Discussion on re-approval of NBPDA Board by City Council. Robyn was instructed to start the process with the City to re-appoint current NBPDA Board members.

**Closing Board Comments-** Mike appreciates the Mayor's presence and comments and assures that actions will be taken to fix problem.

Discussion on saving \$5,000 during relocation process.

**Adjournment** - 7:10pm for Executive Session for 10 minutes, reconvened at 7:20, Board Adjourned.

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.