

North Bonneville Public Development Authority
Meeting Minutes January 22, 2020

President Steven Helms called meeting to order at 6:33p, Roll was called,

In attendance:

President Steven Helms

Vice President Adam Schaeffer

Secretary/Treasurer Mary Helms

Board Member Germaine LaFleur

Consultant to the PDA Joshua Good

Ex-Officio Board Member Brian Sabo

Councilwoman Judie Whitcomb

Councilman Terry Norris

Consent Agenda approved, no invoices, no payroll

VP moved to approve the minutes, approved unanimously

Mary discussed checks that were found in the unopened mail in the PDA office that were not cashed

- 1) Superior Gardens LLC for \$23.00 6/4/2019
- 2) Liquor and Cannabis board letter indicating (\$60 credit) June 19, 2019
Will need to call and get those reissued

There is still unopened mail at the PDA office that is being checked

Mtg minutes 10/16/19 had discussion and agreed not to spend on advertising, however there are two advertisements in progress through Wind River Publishing.

- 1) 2020 Skamania Visitor Guide Full Page ad - \$900 balance paid this week.
- 2) Columbia River Gorge Visitor Magazine for \$2850 – negotiated canceling without further payment (note that \$2,318 had already been paid for ad design, etc)

According to VP Schaeffer, it was a budgeted item, possibly \$18k which would not require board approval.

Josh expressed concern that the spending had happened even though the meeting minutes clearly stated the board disapproving it based on undetermined effectiveness and high price.

That meeting also had discussions on effectiveness of magazine advertisements versus most people likely googling when they come through town

Mary suggested we put some sort of controls on spending regardless if it is in the budget (may need a resolution – budget with a cap).

Adam suggested a budget review and possible adjustments

Brian mentioned that it may be easier to put controls in instead of changing it and needing to go public with hearing and amendment

Brian also mentioned that there is a standing Resolution previously passed to allow discretionary spending by management up to ~\$5k

Adam suggested we may need to revisit budget based on number of changes being made

Old Business

Revisit status and happenings after Resolution 20.32

Steve discussed the large amount of work being done to help the transition

Mary mentioned the employees seem to be doing well

Germaine requested an itemized list of accomplishments since last meeting:

Josh Report: –

Thurs – witness to conversation with Steve and Robyn, one employee expressed disappointment

Monday attended staff meeting – reassure employees, discuss store hours, job stability, roles.

After that meeting, Josh reviewed Quick books, hadn't been updated for a couple weeks, needed to update books and they checked well against balances, etc. (sales vs. bank deposits looked good)

Google email review checking email addresses for the shop– previous board member still accessing email

Store employees were instructed to email Fern with EOB sales reports, this after Josh had been told he could not get those figures

Email addresses set up for Steve and Mary. Josh also has email to keep consulting separate to personal email

Transition access – Robyn no longer has access ADP, quick books, email, security system passwords also updated

Mary and Steve almost on the bank account. One last step required by Adam to correspond w/ bank.

Greenbits sales – extracting and collating data daily (very manual), then combining – has 6 months of 2019 Jan-June, has January sales by hour that could be used for decision making

Josh showed the PDA January data and shared the process on his laptop

Steve mentioned store hours change plan Feb 1st, giving customers one week notice, Josh suggested meeting Monday with Jan-June data to discuss and decide if/what hours adjustments to make

Adam interested in understanding staffing correlation to sales

Need to confirm if taxes are included in the number (Josh to check)

Payroll data a bit shotty due to changing from quick books to ADP within the year – may be able to get average operating cost/hour

Mary Report:

Mary mentioned that files have not been organized since 2017, papers are everywhere and not organized by category, etc. in addition to unopened mail that she is reviewing.

Mary spoke with accounting office today – Teresa is main accountant, spoke with Lisa Brown the assistant (they are no longer handling PDA or Cannabis Corner accounting)

IRS credit of \$300 found in unopened mail 10/19 for employment– but return was not filed for 2017 - still looking for IRS filing information.

Adam mentioned that Robyn is off the bank account as of 1/21/2020

Robyn returned Debit cards and laptop

Josh said he could have the 6-mo. hourly sales data by next Monday in order to discuss and decide on possible store hour changes.

Mary mentioned new PDA members almost set up at bank

Files are everywhere, some computer, hand-written notes, manual, not filed, unopened mail

Employee payroll check was returned and wants the \$12.00 NSF fee (receipt available)– Adam moved to discuss on Monday.

Regarding employee concern between position elimination date versus Monday all employee meeting – Adam asked if concern taking care of?

It was moved to break for executive session at 7:07pm, returned at 7:16p

President called meeting back to order

Josh mentioned that the employees mentioned that there is an issue with one of the vendors, they provided product that was not asked for, when it was attempted to return the product, they came out with a bit of an ultimatum – keep it or lose vendor supply – sounded like communication could imply financial trouble

May want to look at diversifying stock sources – could be competitive advantage

Adam asked about pricing with competing vendors (may be higher) – what % inventory? We don't know at this point

Pricing has caused some smaller vendors to go under in the past year

Mary Report (cont.)

Office about cleaned out. Contents are now up for sale on Facebook on gorge marketplace

Display cases moved out, about another carload to move out, plus has been cleaning, as well

Bank – auto-pay bill for office rental needs to be stopped

Other auto-pay need to be reviewed from the bank – will be done as soon as PDA has access.

Mary completed getting minutes put onto the webpage (going back to 2018)

Next steps:

Office cleanup continue

Transition Robyn off other accounts

Going through files

Adam had some analysis on cost/hour that he will forward to the group

Adam's wife will help with webpage – 1 hour free

Some minutes may not have digital versions (Adam checked back to end of 2016)

Public Comments

Brian – budget adjusting for a government agency – very tricky to adjust down – may be better to put controls on spending – may cause questions in upcoming audits

Brian noted that previous audit found that \$20k had been deposited in the PDA account instead of the Cannabis Corner account and no PDA members noticed.

Also, auditors found subsidiary – they noted that State Statutes requires authority– authority has not been done.

Each entity needs to have separate tracking and reporting (ie, PDA, Bonneville Events, Cannabis Corner). This has not been done up to now and will need to be sorted and separated going forward.

Terry expressed appreciation for the board – question on suppliers need to be in WA, confirmed.

Discussion around bank accounts – need to open separate accounts for each entity. Can use local banks for the non-Cannabis accounts – table for Monday meeting to decide how to move forward.

No board comments

Agreement by all board members to have a meeting Monday Jan 27 @ 6:30pm

Adjourned at 7:56pm