

**North Bonneville Public Development Authority
Meeting Minutes January 27, 2020**

President Steven Helms called meeting to order at 6:36p, 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

Councilman Terry Norris

No Agenda Changes

Public Comments

Brian asked if board member Adam Schaeffer if he knew any background about 3 issues:

- a) Capital Premium Financing - 7/17/2017 authorization for payment coming from Salal Account from PDA account - Adam not aware of this
- b) Subpoena for 10/9/2018 – Employment Security Office for back payment – Adam had no knowledge
- c) Evergreen Events – 2/28/2018 business opened (Adam guessed it may have changed name to Bonneville Events probably during the move – April, 2018) – Josh said it shows dissolved in 2018 but in Everett (could be different business)

Board Comments - none

Minutes

Correction to 1/22 minutes – ad paid for was \$2,318, not \$2,000 and to CRG Vistor Mag, not Skamania Visitor Guide

Consent Agenda approved, invoices (\$135.15 - see below), no payroll

Fieldprinting – Mary Helms 1/24/2020	\$46.25
Fieldprinting - Steve Helms 11/19/2019	\$46.25
Sally Spencer loan pmt certified mail – 124/2020	\$ 6.85
NB PO Box lock change and key deposit – 1/24/2020	\$28.00
Emp Security Dept certified mail 1/27/2020	\$ 7.80
Total	\$135.15

VP moved to approve amended minutes, approved unanimously

Sally Spencer letter re-sent and unable to deliver (they may try a couple more times)
VP moved to approve invoices as long as funds are available, approved unanimously

Old Business

Old PDA office cleaned out – scheduled for a walk-thru with Fern next week

Table was sold for \$100

Desk still needs to be removed, Brian will take care of as long as he can get key – Mary will provide

Deanna bought 11 display cases for \$1 each = \$11

2 chairs – outdoor that may not be PDA – Adam recalls they are Ferns

Will need to tabulate and inventory all remaining contents (old and used)

Waiting for NSF payroll receipt from Nate in order to pay him the \$12

New Business

Store Hours –

Consultant Joshua Good original recommendation to reduce by 33%, currently 10a-10p M-F @ 84hours

Working 98 hrs (including shift overlaps) to get 84 hours of store open hours

Currently 3 full-time, 1 part-time employee (26 hrs defined as full time)

Monday slowest day, followed by Wed and Sun

After 9p drops off quickly on weekends (ie, sales still happening)

Recommends 62hrs as below :

Fri, Sat 10a-10p – 3 x 4hr shifts

Sun 1p-7p - 6 hr shift

Mon-Thurs 11a-7p – 8hr shifts

Note: Staffing – 1 person 3 x 8hr shifts = 24hrs = part time

After much discussion and alternate proposals,

VP moved to adjust Josh's proposal to increase Sun to 11a-7p (2 additional hrs/week), as below:

Fri, Sat 10a-10p

Sun-Thurs 11a-7p

64 store open hours, would result in approx 76 paid hrs/week to include shift overlaps and time to open/close the shop

Voted and passed unanimously

At the latest end winter hours 4-20, re-evaluate each month

Many comments that customers will adjust buying to our hours since local customers during winter.

Financially, need to conserve for many reasons - many "surprises" in terms of financial obligations continue to surface, for example, we need to repay with Pers with interest

PERS – Mary has received summary of back-payment owed (including daily accrued 12% interest late fees). \$7,053.93 owed going back to September, 2019. Monies withheld from employee paychecks had not been paid. If we continue to pay, they will not report to collection agency.

Executive session 8:01 to discuss staffing options (15 min, extended 15 min)

Returned 8:30p

Discussed new resolution - Resolution 20.33

- Restructure store and man hours to 76 hours weekly and eliminate the Supervisor position, to be completed by February 1st; *amended to February 7th.*

VP motion to approve, secretary 2nd, voted and approved unanimously

Amend previous vote to state that all actions to take place and be concluded by Feb 7th.

VP motion to approve amendment, voted unanimously approved

Josh presented method to cover new hours with a staff of three.

Bank Accounts

Need to set up separate bank accounts for 1) PDA, 2) Cannabis Corner and 3) Bonneville Events

Currently \$2300 in safe for Bonneville Events, not clear on revenue or business costs per week or month.

It appears that the Bonneville Events funds had been used to cover expenses from the other entities.

Discussion regarding Bonneville Events inventory of apparel as to whether or not it is legal to sell based on Forest Service conflict (similar logo). Brian stated that it was the outside sign that was of issue which has been taken care of and inventory should be fine (Brian has the letter from the Forest Service)

Based on local bank fees and charges, it was moved to set up Bonneville Events with IQ bank, as well as PDA if allowed. They may have HR & Payroll for Business account.

Voted and passed unanimously

Public Comments

Brian expressed appreciation for the PDA

Correspondence needs to be blind copy all but one board member to avoid having a quorum.

Board Comments

Adam commented on appreciation for the new board and the direction we're going in.