

North Bonneville Public Development Authority
Minutes February 12

President Steven Helms called meeting to order at 7:03p, 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

Public in Attendance:

Tiffeny Jordan from approx. 7:45p

Meeting min from 1/31, VP made motion to approve, unanimous

Meeting min from 1/27, VP made motion to approve, unanimous

Agenda Changes - none

Public Comments – none

Board Comments – Adam requested to have board review and approve of January P&L, normally done by the board after month-end - postpone for next meeting

Old Business -

PERS – approx. \$9k behind, need agreement on an amount to pay this period, it continues to accrue 12% interest

Lots of discussion - \$4,500 now, \$4,500 by mid-March

VP move to pay \$4,500 now (2/13/2020), Sec/Treas. Second, all voted in favor

VP move to pay remaining \$4,500 by March 10, 2020, 2nd, all voted in favor

Discussion around priorities on what to pay first from all the known debts. Since PERS is accruing 12% interest, it affects personnel, and the PERS representative has been trying to get this taken care of for 5 years, it should be priority. Mary has been speaking with her and trying to gain their confidence.

Need understanding of current backpay of taxes, need understanding of late fees, etc.

New Board unable to reach LCB to get understanding of current status. This rates as high priority as state could close the doors if not receiving taxes – Adam to contact them and get the latest status of reporting and payments.

Mr. Sabo recommends holding off sending new license updates. City Council attorney recommends keeping new board off of the license and NBPDA needs legal representation to handle past issues and get clear

We don't have good overall records. Previous executive director did not keep accurate books, as in categorizing liabilities versus expenses etc. P&L's not exactly accurate, etc.

Status of Store after changing hours –

Employees say that when they witness people leaving and/or saying they're going to Carson

Sales still look good (~\$1900 2/12/2020)– Sunday was very slow

Hours-wise, employees doing fine with 3 on staff, 31 hrs/week, 2 full time, one part time. Some OT to cover Matt for travel to Vancouver to get glassware for the store

Steve contacted Dab Dudes of Longview and found out that there were conflicts with both Nate and Robyn (apparently, Nate slammed down one of their drivers cell phones at one point). He explained to Nate and now to Steve that they have a minimum order value to travel to Stevenson. Steve assured him that with the new board, things will be running more smoothly. First order came with exactly what we ordered.

Relations with suppliers and orders going well.

Currently, Matt does the ordering – calls Steve to get approval.

Compliments from customers, much better for employees, as well.

Adam requested 1st week of sales data to compare with last year

Robyn – certified letter received Feb 10th. Paperwork will be sent by 2/14 as promised

New Business

Nate Walton – when Josh was updating address to OR, ADP needed info on how long he's been living in OR. He mentioned he's been there from approx 2017, no specific date. Once he realized why Josh needed the date of his OR residence, he requested to come to the store to pick up his last check. Josh let him know that this will be reported through official ADP system. He requested vacation pay but does not know what he is owed. Josh let him know we will be using the ADP system. Last check will be sent and if he has issues, he can contact the NBPDA. He said he wants to come to the store to get the check, was reminded that it will be sent in the mail. His separation letter has no assurances

Adam mentioned that due to previous issues with this, the board had made some adjustments to expectations upon termination of employment

Nate called City Hall (Deanna) trying to get further information and looking for the employee handbook, also called EDC, and others. Second time he called, she let him know to put his request in writing.

Resolution 20.35 New Contract with Consultant Joshua Tree, LLC, not to exceed \$4,000, no time limit
VP moved to approve, Sec/Treas 2nd, all approved.

Resolution 20.36 Appointment of Tiffeny Jordan as Manager of Cannabis Corner (later changed to Administrative Assistant the NBPDA)

Adam requested further details on responsibilities (does it include managing other staff, conflict resolution, etc). Discussion that conflict resolution should come to the board.

Quick Books, payroll, day-to-day

Need list of responsibilities – rename to Administrative Assistant to the Board

Action: ~~Josh to come up with list~~, changed to Mary and Brian in order to avoid more charging by Josh.

VP moved to amend resolution 20.36 to Administrative Assistant to the NBPDA with development of list of duties to be outlined and determined by members of the board by next meeting.

2nd by Sec/Treas, approved unanimously

VP moved to approve resolution as amended, Sec/Treas 2nd, approved unanimously

Receivership (note: mention of Ken is referring to NB City Attorney)

Josh – benefits of going into Receivership:

Gives breathing room to have courts keep creditors at bay while we focus on getting the business in order. Court can assist in verifying validity/legality of outstanding debts.

Doesn't necessarily imply dissolution of the business, the business could become solvent and

Brian on Receivership:

According to Ken, it appears that we don't have a choice.

Someone found an email that we are behind ~\$43k from Nov timeframe, we could be behind approx. \$60-70k and since we cannot pay, LCB is not going to wait, they are going to shut us down.

Either way, it would have to go to court.

Ken wants to appoint Joshua Good as the receiver makes decisions based on the assets of the business.

Turns business over to Courts, gives protection from creditors

Would take Josh away from PDA work. Adam requested understanding of what would happen to current work that Josh is doing.

Would he be working on behalf of who? possibly on behalf of the court

Josh theorized that as receiver, he would be making decisions without board approval.

Ken will make some recommendations of attorneys, we may need to search on our own.

License is not worth anything alone, would come with the sale of the business.

Tiffeny mentioned the license would need to stay in Skamania County and transfer to another business would be through LCB, not through NBPDA.

Action is to find an attorney, in the meantime, continue to run the business as usual.

Approval of COLA – not performed by previous executive director since 2016. Josh calculated 6.5% from 2015-2020 by next pay period.

Tiffany recalled 90-day review, 6-month review and yearly reviews, only raise she has received is as a key holder, a \$1.00 increase. Matt has not had raise 3-4 years.

Estimate COLA for \$14.00 to \$14.95, round to \$15.00/hour

Discussion around how this would look to the court if we are going into receivership, wanted to make sure it will not raise a red flag...discussion that since we have reduced many personnel costs this should not raise any issues with the court.

Steve mentioned possibility of bonuses, according to Brian, that is against the rules, but can be tied to something measurable, use performance incentives instead of phrasing as bonus.

Tiffany mentioned that any contributions to the shop employees in terms of snacks, etc. are rather appreciated.

5 days backpay from previous year for bereavement should be owed to Tiffany as she was told by previous executive director that she would not approve it.

Kelsa just started and is rather part time. She needs to be raised to \$14/hr since she now has keys.

Matt and Tiffany @31 hrs/week each – increase by \$1/hr, to \$15.00/hr would be approx. \$4,000 for the year + PERS, benefits, not significant at this point.

VP moved to set the wages of the 2 most senior members of the staff to \$15.00/hr beginning next pay period at current positions.

Sec/Treas. 2nded and approved unanimously

Note: once details are determined for Resolution 20.36, can revisit pay for that position.

Proposal to Stop all ACH Debit Payments from NBPDA account immediately

Stop all and evaluate all debits and prioritize and pay by check

Office rent ACH was cancelled and Fern returned the \$400 that had been paid. Also cancelled utilities for the office. Another example of ACH that went out without review is Leafly for approx. \$246/mo

VP moved to stop all ACH immediately

Seconded and voted all in favor

Brian suggested we use a resolution for this (see below 20.38)

Long conversation related with this topic, in the end, Brian mentioned that we need to approve and account for every dime being spent and ACH debits goes against this principle.

VP amended the previously approved motion to Stop All ACH debits from our account to be made into Resolution 20.38

Tiffany explained that based on her experience, the value of neither advertising nor Leafly have proven to help the business compared with cost.

VP Move to do away with Leafly immediately

2nded and approved unanimously

Mary brought up another advertisement showing due, but the signature has no date.
Since this is a government entity, and nobody can enter a contract without board approval.
Robyn had no authority to sign any contract, would need board approval.
Brian will help with this.

Resolution – 20.37 – Surplus Inventory at nominal value – minimum \$1

Towers come off the list, need to remove and destroy hard drives after any data has been removed.
Some things have expired.
City purchased cash boxes for \$1, recorder for \$10
Cameras will be used for replacements for the shop.

VP moved to approve Resolution 20.37, 2nd by Sec/Treas, approved unanimously

Approve invoice for \$3,915.00 for Joshua Tree Creative latest invoice dated 2/12/2020, inv #002
City Council meeting attendance not included in invoicing, paid for by the City.

VP moved to approve paying Joshua Tree Creative his latest invoice dated 2/12/2020, inv #002 for \$3,915.00
2nd and approved unanimously.

Adjourn 8:54 p

Next Meeting Wed. 2/19/2020, 6:30pm at NB City Hall