

**North Bonneville Public Development Authority
Minutes February 19, 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

Agenda Changes –Add Attorney to Old Business

Invoices:

- Green Bits \$3,860.00 annual subscription, Due in full on March 1st
- DPI Skamania – the Pioneer from advertising public budget meeting– 91+ days overdue, \$35.40 (received in mail box 2/13/2020)
- PUD bill for office \$109.53, will still get one final bill since Adam closed the account early Feb.
- Sierra water bill - \$18.03 – monthly (received 2/13/2020)
- Adam contacted the LCB to get update on Excise Taxes due, as well as Mary running the Monthly Tax Reports from Green Bits for the January numbers as below:

Sales Month	Due	Filed	WA Excise Tax	Late Fee	Total Due	Board Approval to pay
Dec	21-Jan	22-Jan	\$ 15,861.48	\$ 321.93	\$ 16,183.41	20-Feb
Jan	20-Feb	20-Feb	\$ 15,213.12	\$ 304.26	\$ 15,517.38	n/a

LCB - \$321.93 December late fee due to late filing – due 2/20/2020 or additional fees will be required

- WA Sales Tax and Skamania Taxes already paid in January for December accruals \$2,687.25 + \$495.81 = \$3,183.06 due 2/20 for January accruals (heavy late fees apply 9%, so making this a priority would be prudent).

VP - Motion to pay LCB \$16,183.41 that was due in Jan for December taxes + late fee
2nd, Voted and approved unanimously

VP Motion to pay Green Bits \$3,860 on March 1st
2nd, Voted and approved unanimously

Sec/Treas Mary made a motion to pay WA and Skamania \$3,183.06 on 2/20 or delay to 2/25 if the due date is later. VP 2nd, voted and approved

Secretary of State letter requesting Annual Report due 3/31/2020, inc Bonneville Events, hold for next meeting

Public Comments - none

Old Business –

Attorney, Tom Foley is a contact

VP moved to authorize as temp hire should he be available and meet our requirements

2nded and approved unanimously

Status of Store after changing hours –

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

Hopefully, people surprised since we're in 2nd week of change, but will adjust

Sales still look good – Sunday was very slow

Hours-wise, employees doing fine with 3.

Suppliers and orders going well.

Saving 14% of operating cost with all of the changes we've made

Josh asked if we want sales data, Adam said yes (later clarified to a no based on priorities)

Revisit Resolution 20.35 Joshua Tree LLC contract

Can adjust to net 60 days

Current charges - \$585, 13th-19th

Sat 2/22- train Matt in QB \$500 (use Feb invoices, etc for training – nothing has been entered yet)

Packet of expenses for Jan \$100

Audit prep ??? – need to clarify what would be required

Hourly sales data not a priority

Not to exceed \$600 additional by the end of the month, with exception of audit preparation as it becomes more clear what is needed

Audit – request consultant be preset as requested by Brian Davidson of the LCB

Josh requested understanding of what is needed, would be during regular work hours and would require

Josh to take time off from work – doesn't make much sense for Josh to be there

Josh offered to do audit prep work for the audit

Audit covers time previous to consultant

Steve told auditor an employee could help show where data is, etc.

Steve will call and get more information on what is needed, suggest to be an employee present

As a member of the community, at some level, could showing up for a PDA meeting be considered volunteer vs. normal \$90/hour charge?

Billing the City for attendance at PDA meetings, not the PDA

Need to know if there is a charge for the audit...

Josh offered to work on **packet (vouchers) for January** expenses for board approval (30 min)

Limit consultant activities to avoid data entry into Green Bits, Quick Books, focus on pulling reports for the City, other more strategic analysis

Seems we need to lay out all of the work that needs to be done, understand employee capabilities and divvy up the work, including Josh work

Hourly sales data not priority at the moment due to other priorities

Have Mary and employees enter data into **Quick Books** and other systems

Mary can handle payroll (will be easier using the system for hours tracking)

Receivers would cost around \$250/hr

Need to be clear on what is of value and priority to the board.

New Business -

Hire a part time employee to help out

Tiffeny expected to be out 9 weeks for family medical issue (currently working 31 hrs/week)

Discussion regarding options for Tiffeny to be off – FMLA or getting laid off, leave, etc (Mary will contact her to discuss what will work best for her)

Matt going on vacation 3/1 for a week

Steve has been in contact with several previous employees who are interested in returning

- After discussion, looking to bring Kyle back as soon as possible

LCB Audit scheduled for 3/2, 3/3, 3/4, early mornings to 11am each day

Discussion regarding what materials would need to be prepared – Steve to inquire with Brian of LCB

Discussion whether consultant should be in attendance during the audit.

LCB License update to reflect current board members for \$75.00

VP motion to approve and send in

2nd and approved unanimously

Next Meeting Wed 2/26/2020 @ 6:30pm at City Hall

Adjourn 8:35pm