

North Bonneville Public Development Authority
Minutes February 26, 2020

Acting President Adam Schaeffer called meeting to order at 6:34p, Roll was called,

In attendance:

Acting President, VP Adam Schaeffer

Secretary/Treasurer Mary Helms

Board Member Germaine LaFleur

Consultant to the PDA Joshua Good

Ex-Officio Board Member Brian Sabo

Members of the Public:

Terry Norris, City Council Member

John Acton, City Council Member

Agenda Changes – none

Meeting Minutes from 2/12 and 2/19

VP moved to approve 2/12 Minutes, Mary 2nd, voted and approved

Regarding Minutes for 2/19

Mr. Sabo wanted to see the conversation with Josh regarding duties and responsibilities

We reviewed this on page 3 - \$500 for training Matt was an estimate, Josh confirmed he spent 2.75 hours, used that time to update Quickbooks up through 2/22. When there are more receipts, Josh can supervise him for further training

\$100 for packet of expenses for January – Josh didn't perform this because of concern that the Board didn't understand it. Josh wants to make sure the board understands the work before he starts it.

Brian asked if he had any further feedback, he and Josh said it was ok.

Minutes for 2/19 will be updated and reviewed at subsequent meeting.

Invoices/Mail:

Tiffeny unemployment forms, but she said she may want to file with FMLA instead. Mary will contact Tiffeny to confirm. Discussion around which avenue would allow her to still work from time-to-time with FMLA and/or unemployment. Josh looked it up and FMLA does have some flexibility – up to 12 weeks, some up to 16-18 weeks, can be 1day/week, etc.

Employment Security Department (unemployment ins.) bills:

420 Evergreen Merchandise - \$255.03 – 2/29

Bonneville Events - \$75 – due 2/29

Mr. Scaeffler made motion to pay unemployment, 2nded by Mary, approved.

Regence Health Coverage – questionnaire – setting aside for future

Surplus is posted on city bulletin board
Push off PUD from office space (wait for final bill) and push out Sierra (water)
Mr. Schaeffer moved to pay DPI Skamania \$35.40, 2nded, voted and approved.

Public Comments – Mr. Acton mentioned that FMLA can be intermittent, something to check into

Board Comments - None

Old Business –

Mr. Schaeffer asked Josh for status of his work
Reviewed QuickBooks budget to actuals, found some concerns regarding the structure of the budget
Forecasting not clear for each month, estimated averaged out sales, not taking into account seasonality
– doesn't seem like a lot of care was put into the month-to-month
Was able to pull some loan information, at some point we will need to contact our creditors and ensure agreement of the terms
Working on putting together a more solid balance sheet
Set out layout for Jan. report
City is covering half of Mr. Good's time
\$1057.57 current invoice since 2/12

Discussion about the loans – Spencer could call at any time.

There should be a statement from each loan indicating principle and interest, etc.

Audit coming up most pressing

Mr. Schaeffer asked board how they feel about the loan situation.

Ms. LaFleur mentioned that it high priority to dig into all loans and get them under control with expectations documented, etc.

Mr. Sabo wondering if loan payments even after loans re-created and the payments were the same
Loans were not on the books.

Looked like 2 checks to Fern each month \$2k, and \$3k

Ferns are amortized, so there is interest/principle each month

Spencer \$1000, \$833 going to interest

Was callable since 12/31, since they've accepted 2 payments, maybe they have accepted new terms,
since they haven't disputed it

Need Mr. Foley to look into this

Could benefit from an accountant

According to City attorney, NBPDA attorney can investigate

In the meantime, continue making payments

New Business –

Audit, an employee can be there as well as Mary.

Prep work will be done by PDA board members

Tight budget, would like Josh to hold off, take a pause and keep the contract open, need to get through the audit.

The board would like to take a pause, stop spending some money on consulting.

Need to get into mid-March

Mr. Schaeffer asked if Matt still needs training, Josh said he needs supervision.

Mr. Sabo believes we need to keep up with the budget, as well as procedures, etc.

Mr. Sabo believes it should be someone other than the board, LCB rules/regulations

Matt has been handling ordering, daily's, inventory, Mary believes he has been proving himself

Brian mentioned that Matt should have by resolution to what max authority to order product

For audit, based on experience, can't say you don't know, because I'm new. Need to be prepared to answer with

Josh has mentioned that he is trying to focus on the analysis side and health of the business

Brian mentioned that the biggest issue with the business is the loans and he is requesting Josh to continue working on that

Brian mentioned that the city will be paid back somehow for that work

LCB is going to push hard for Josh to be on as the receiver, the city attorney mentioned in council meeting that we may not need to go to receivership which would be best for everyone

Appreciates the board

Mr. Schaeffer asked for clarification on if the council will be footing the bill.

Attorney is waiting

Discrepancy between what Robyn reported, and what Josh is finding with the loans

Discussion around Salal account and who needs to be set up and taken off the account due to Steve's resignation. Steve will need to be removed as master user.

Audit – Mary and Matt can be present for the Audit in order to avoid requesting Mr. Good to be present. Tiffeny may be available and want to help

Executive session from 8:50pm to 9:08pm

Adam mentioned that Josh should continue with investigations on the loans and finish up training with Matt.

Looked at bank balances and decision on what bills/invoices to pay, running super tight - Garda missed a pickup, so this week will be double–

From 2/19 meeting minutes spreadsheet – pay Rent \$1,500, Payroll ~\$2k, Greenbits \$4k

Need to minimize product purchases until cash flow increases with deposits

Push out PERS \$4,500 backpay and loans (Spencer priority)

Meeting adjourned at 9:29pm

Next Meeting Wed 03/04/2020 @ 6:30pm at City Hall