

**North Bonneville Public Development Authority
Minutes March 11, 2020**

Acting President Adam Schaeffer called meeting to order at 6:39p, Roll was called,

In attendance:

Acting President, VP Adam Schaeffer

Secretary/Treasurer Mary Helms

Board Member Germaine LaFleur

Ex-Officio Board Member Brian Sabo

Members of the Public:

Councilmember Terry Norris

Consent Agenda – Minutes, Invoices, Payroll

Agenda Changes – none

Minutes for 2/19 and 2/26 delayed due to time in preparation, as well as participation in the audit

Invoices:

VP moved to repay Mary \$59.40 for website renewal, Germaine 2nd, voted and approved.

Much discussion about outstanding, past due bills, current bills and paying those that could result in getting shut down if not paid, or those that we need to run the shop, like utilities, internet, etc. We are on a very tight budget and cannot afford to pay all past due and upcoming bills.

Based on balances and attached spreadsheet enumerating bills and invoices, board agreed to pay as below:

| | |
|----------------------------------|--|
| As of 3/11, 6:30p: | |
| \$ 15,243.76 | checking balance |
| \$ 3,699.10 | savings balance |
| \$ 18,942.86 | Total Balance |
| Approved to pay in 3/11 meeting: | |
| \$ 3,000.00 | payroll (aprox.) |
| \$ 59.40 | reimburse for website |
| \$ 1,000.00 | backpay due |
| \$ 5,000.00 | Excise Tax, if partial payments accepted |
| \$ 3,183.06 | State sales |
| \$ 687.61 | PUD |
| \$ 112.02 | water |
| \$ 14.77 | NW Natural |
| \$13,056.86 | Total voted to pay 3/11 |

Ms. LaFleur mentioned that we need to enumerate past due, monthly bills and revenue and see over the rest of the year whether or not we can catch up and become solvent

Unable to continue our G-suite account due to Robyn being administrator. Google absolutely would not allow us into the account, so all email addresses had to be cancelled and new ones set up and documents were lost.

Some bills are still on auto-pay for reoccurring bills through the checking account and routing number (water –city of Stevenson, Columbia River Disposal, NW Natural).

All ACH withdrawals have already been cancelled that were tied to the ATM bank card.

Bonneville Events merchandise – According to LCB auditor, Brian Davidson, due to the closing of Bonneville Events, the LCB will need to come in and take all merchandise to be destroyed. Adam commented questioning LCB authority – Mary mentioned according to Mr. Davidson, due to the shared space with cannabis space, it will be considered shared merchandise and therefore, part of the cannabis business.

Public Comments –

Mr. Sabo had letter from Mr. Good that Mr. Good requested Mr. Sabo read aloud to the Board, officially ending his consulting relationship with the NBPDA and requesting to be removed from all systems and accounts.

Invoice was also included in the amount of \$1,350.00, dated 3/11/2020 (for work from 2/13/202 to 3/4/2020). Based on previous meeting minutes, it was agreed to a net 60-day payment.

Board Comments - None

Old Business –

Attorney, Mr. Foley now has all of previous attorney, Mr. Tunis records. He has not started his work yet. He has agreed to honor Mr. Tunis charge rate and defer retainer fee.

He will be bringing an accountant.

VP Mr. Schaeffer moved to approve Mr. Foley as NBPDA attorney, 2nd by Mary, voted and approved.

New Business –

Audit – report will be 30 days after he submits to his supervisor.

Developed good working relationship with both auditors.

They were pretty happy with the store and employees, Matt did a great job

Mr. Davidson pointed out that discounts overall are high percentage of overall sales –

- a) Discounts are rounding to the nearest dollar
- b) Employees using “no name” discount due to some product not entered into the system properly
- c) Employee discounts – need to ensure we formulas are working properly

Need further investigation and understanding the root of this issue to help increase our margins.

Auditors were interested in the loans and making sure they were all approved through the LCB

Wondering why loans were getting paid on time, PERS, taxes being delayed

LCB enforcement were called on this issue

State Parks Infringement Logo – Twitter, Instagram and Facebook needed to be taken down,
Mural behind the counter was taken down.
Regence Health Insurance – we have a \$610 credit from them, so that cancels out our \$610 payment

Letters with ID's to enable payment of sales taxes online – Adam to look into this

Resolution 20.39 Appointment of Steven Helms as Board Alternate
VP motion to approve Resolution 20.39, Mary 2nd, voted and approved

Annual Report for Bonneville Events due 3/31/2020 – Found the report from 2019 which was prepared by the previous attorney – need to decide how to proceed.

Outstanding items – reconciliations, and other accounting tasks will be need to be assigned to the new accountant to get records and financial analysis and reporting (P/L, etc) of the business.

Closing Public Comments

Mr. Sabo requested the PDA website needs to be updated, complaint from someone in the community that minutes are not current.

Mr. Sabo mentioned that we need to select a board president.

City Council needs to receive a letter from the board indicating the current board structure.

Mary nominated Adam Schaeffer as President, Germaine 2nd, voted and approved.

Closing Board Comments - none

Meeting adjourned at 8:00pm

Next Meeting Wed 03/18/2020 @ 7:00pm at The Cannabis Corner