

**North Bonneville Public Development Authority**  
**Minutes March 25, 2020, Amended 04/18/2020**

President Adam Schaeffer called meeting to order at 7:01p, Roll was called,

In attendance:

President, Adam Schaeffer

Vice President, Mary Helms

Treasurer, Germaine LaFleur

Alternate Member, Steven Helms

Members of the Public:

Store Employee Matt Alleyne

Consent Agenda – Minutes, Invoices, Payroll

Agenda Changes – Mr. Foley update (old business)

Minutes – Minutes for 2/26, 3/11, 3/18 delayed due to working on analysis and updating QuickBooks

Invoices: Business critical invoices were paid for - Wave for \$109.90 and Secure Pacific (Feb, Mar) \$124 came up since last meeting

Motion by Mr. Schaeffer to pay Secure Pacific \$124, 2<sup>nd</sup> by Ms. LaFleur, voted and approved

President motion to pay Wave \$109.90, 2<sup>nd</sup> by Ms. LaFleur, voted and approved.

Employment Security Department (WA) past due (from July, 2018) \$266.62, received letter stating they will take us to collection if not paid. Mr. Helms 4/18 Mr. Schaeffer motion to pay, 2<sup>nd</sup> by Mary, voted and approved.

Reviewed letter and invoice from OR for \$50 – Mary will call to find out more before moving to pay.

Sally Spencer \$1,000 payment, Motion to pay by Mr. Schaeffer, 2<sup>nd</sup> by Ms. LaFleur, voted and approved.

Mr. Schaeffer motion to pay Greenbits for \$4,157.22, 2<sup>nd</sup> by Mr. Helms, voted and approved already approved 3/18

PERS 2019 backpay - \$1,000, Motion to pay by Mr. Schaeffer, 2<sup>nd</sup> by Mr. Helms 4/18 Mary Helms 2<sup>nd</sup>, voted and approved

Sierra water \$44.18 – Mr. Schaeffer motion to pay, Mrs. Helms 2<sup>nd</sup>, voted and approved.

PUD for old PDA office \$185.41, Mr. Schaeffer motion to pay, Mrs. Helms 2<sup>nd</sup>, voted and approved

Discussed and agreed to estimated product purchased for this week as below:

Product Purchase - \$1,000 for NW Cannabis Solutions

Product Purchase - \$1,000 AG – cartridge battery, etc

Hold off on glass purchase to avoid traveling to Vancouver, previously \$1,000 approved for this.

Payroll: \$2,978.00, inc. fees for ADP, Mary motion to approve payroll, 2<sup>nd</sup> by Mr. Schaeffer, voted and approved.

Public Comments – None

Board Comments – Mrs. Helms brought returned mail from Ms. Robyn Legun, contained requested payroll records. It was returned unopened.

**Old Business –**

Mary spoke with Mr. Foley who communicated he would honor the hourly rate from our previous attorney, Mr. Tunis @ \$150/hour

Has gone through 2/3 of the paperwork regarding the loans

The accountant he was going to bring on with him, is no longer in business

Mr. Foley would like to attend next NBPDA meeting

He will be flexible with payment arrangements in terms of timing.

Excise Taxes: Need to come up with a plan to pay February that were due March 20 (approx.\$13k)

Spring/Summer store hours – incr by 15 hrs/week. Fri-Sat 9a-9p, Sun-Thurs 9a-8p

Matt provided input – Most staff is in agreement as they would like the added hours since 2nd jobs are closed down.

Exposure to public increases, but in our shop, usually 1-2 customers at a time are in the shop

With daylight increasing, people typically out purchasing later

Start date – could try 4/12

Mr. Schaeffer made motion to increase hours Fri-Sat 9a-9p, Sun-Thurs 9a-8p, Mr. Helms 2<sup>nd</sup>, voted and approved. – **Amended and changed at future meeting**

Updated Daily sales data attached – we experienced an uptick this past week, but could be an anomaly due to people stocking up.

**New Business –**

P&L for January/February (need to check previous minutes to determine if we approved Dec, 2019 as well) table for next meeting.

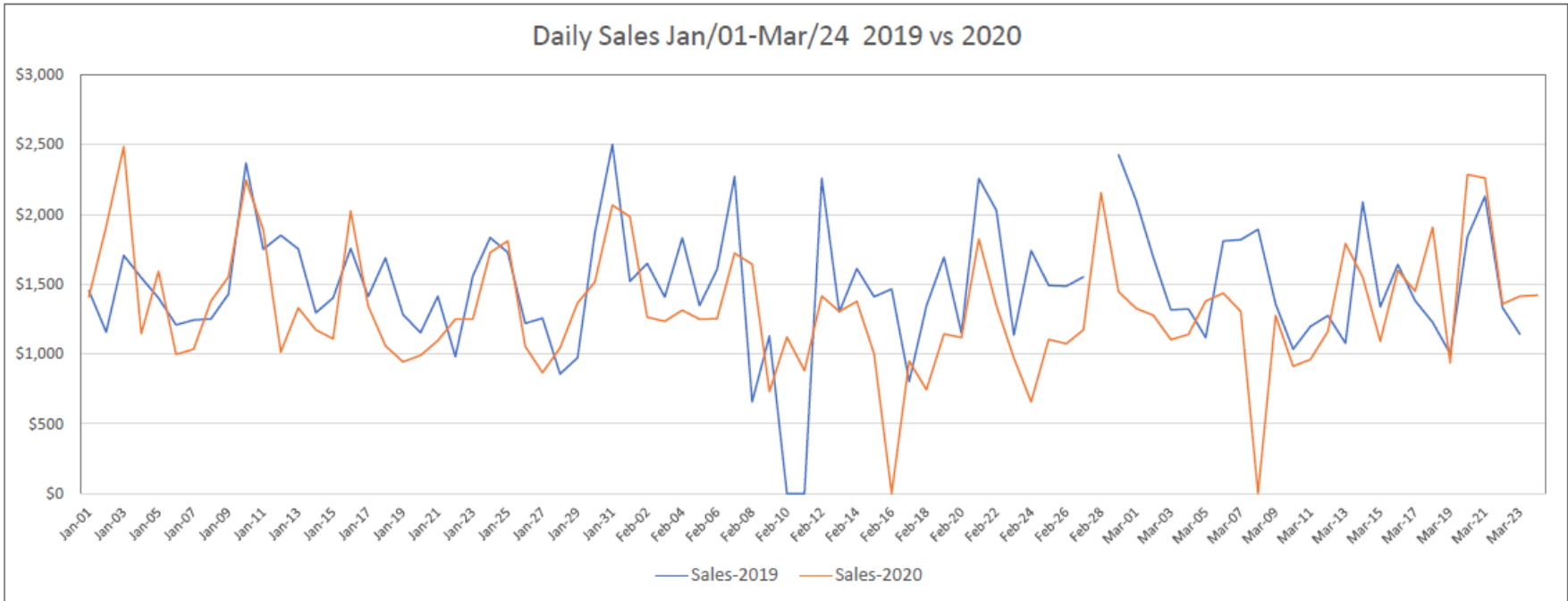
Need to set up voucher approval process

Closing Public Comments - None

Closing Board Comments - None

Meeting adjourned at 8:06pm

Next Meeting Wed 04/01/2020 @ 7:00pm via Zoom online meeting host



Month	Monthly - 2019	Monthly - 2020	Monthly 2020 - 2019	Daily Avg- 2019	Daily Avg- 2020	Daily Avg 2020-2019
Jan	\$44,841.85	\$43,666.41	-\$1,175.44	\$1,446.51	\$1,408.59	-\$37.92
Feb	\$40,644.65	\$35,196.59	-\$5,448.06	\$1,451.59	\$1,213.68	-\$237.92
Mar*	\$36,552.06	\$32,334.09	-\$4,217.97	\$1,523.00	\$1,351.22	-\$171.79
Total - ytd	\$122,038.56	\$111,197.09	-\$10,841.47			

\*Through 3/24

Offset by one day on Jan 1st to get day of week to line up, except for after 2/29/20, it's off again

Date: Mar-25-2020

Prepared by: Germaine LaFleur, NBPDA

