

North Bonneville Public Development Authority

Meeting Minutes August 17, 2020

President Adam Schaeffer called the meeting to order at 7:31PM and handed the meeting over to Vice President Helms. President Schaeffer was not feeling well.

Vice President Helms called roll, In attendance were,

President: Adam Schaeffer

Vice President: Steven Helms

Secretary/Treasurer: Mary Helms

Attorney For PDA: Thomas Foley

Public Comments: None

Board Comments: President Schaeffer thanked the Board for being patient with him while he had not been feeling well.

Vice President Helms spoke of the break in at the shop on 8/15/2020. Mr. Helms stated he had fixed the window, made the security bars smaller by putting wood up. And putting locking brackets on the back door secured with a chain and lock. Only employees and board members have keys for this lock. Mr. Helms stated he would like to put a keyed in and out deadbolt on the front door. If this had been in place the thieves' would have been trapped in the building and the Sheriff department would have them. President Schaeffer asked to check with the fire department and make sure this lock is ok. Vice President Helms agreed and stated the although keyed in and out it would be unlocked during business hours. Mr. Foley asked if we had determined what was missing. Vice President Helms stated around \$600.00 in low THC Edibles

(Inventory was done by Vice President Helms and Employee early morning of 8/15/2020). Mr. Helms stated he and Mary had been up Sunday, put all video on a flash drive and turned it over to the sheriff department on Sunday.

Agenda Changes : Mrs. Helms asked to add the July Financials and Contacting the Insurance Company about the break in to the agenda.

Consent Agenda - President Schaeffer made a Motion to Approve July 27,2020 and July 29,2020 Meeting Minutes. Vice President Helms Second Motion. Motion Passed 3-0
Approval of Payroll while there was no board. Week ending 5/16 \$2110.41.

President Schaeffer made a Motion to Approve. Vice President Helms Second Motion. Motion Passed 3-0.

Week ending 5/30 \$2308.71,(\$148.79 Employee final pay for vacation and Sick time) (\$70.87 Employee was not paid holiday pay) Vice President Helms made a Motion to Approve President Schaeffer second motion. Motion Passed 3-0

Week ending 6/13 \$2544.24. Vice President Helms made a Motion to Approve President Schaeffer second motion. Motion Passed 3-0

Employee Final check week ending 5/16 \$321.46

President Schaeffer made a Motion to Approve. Vice President Helms Second Motion. Motion Passed 3-0.

Current Payroll: Vice President Helms made a Motion to Approve week ending 8/8/2020 \$2544.24. President Schaeffer second motion. Motion Passed 3-0

President Schaeffer made a Motion to pay Columbia Hardware \$61.65. Vice President Helms Second Motion. Motion Passed 3-0.

Vice President Helms made a Motion to pay Attorney Thomas Foley \$2270.70. President Schaeffer second motion. Motion Passed 3-0

Vice President Helms made a Motion to pay Excise Taxes for July 2020 \$17835.29. President Schaeffer second motion. Motion Passed 3-0

Vice President Helms made a Motion to pay Pers \$914.59. President Schaeffer second motion. Motion Passed 3-0

Vice President Helms made a Motion to pay Northern Investors Insurance \$ 336.00. President Schaeffer second motion. Motion Passed 3-0

President Schaeffer made a Motion to pay Washington State Sales Taxes Due 8/20/2020 \$ 4152.95. Vice President Helms Second Motion. Motion Passed 3-0.

President Schaeffer made a Motion to pay Beverly Stacy \$1500.00 for September 1 2020 rent at 420 Evergreen. Vice President Helms Second Motion. Motion Passed 3-0.

Old Business: None

New Business: LCB Audit. Secretary/Treasurer The board had discussed all things on audit before and have gone over with employees While the auditors were here and several times since the audit was completed. Our officer has taken time to come up and give the employees and me a learning day.

We do need ID Badges with photo ID's for Board member's Vice President Helms states our LCB officer called him to remind him. Employees do not have to have photo Id because they are not on license. Mary is making these badges.

July P&L President Schaeffer made a Motion to Approve July,2020 Profit and Loss. Vice President Helms Second Motion. Motion Passed 3-0. Secretary/Treasurer Helms states she

asked CPA about numbers in parenthesis and was told by CPA those are negative numbers and that was more readable than the old - we were using. Mary states Paul had told us because the LCB check did not hit our bank until the first of July it would be a hit to our profit for July. But anyone could see what happened.

Closing Public Comments: NONE

Closing Board Comments: None

Set/ Next Ongoing Meeting Date: September 9 @7:30pm

President Schaeffer Adjourned Meeting at 8:01PM