

North Bonneville Public Development Authority

Meeting Minutes November 9, 2020

President Adam Schaeffer called the meeting to order at 7:30PM

President Schaeffer called Roll. In attendance were:

President: Adam Schaeffer

Vice President: Steven Helms

Secretary/Treasurer: Mary Helms

Attorney for the NBPDA Thomas Foley

Public Comments: None

Board Comments: None

Agenda Changes : None

Consent Agenda -

President Schaeffer made a motion to approve the October 11,2020 meeting minutes. Vice President Helms second motion. Motion passed 3-0. 2020. President Schaeffer made a motion to approve the October 14,2020 meeting minutes. Vice President Helms second motion. Motion passed 3-0. 2020.

President Schaeffer made a motion to pay the Fern Armstrong Loan payment for November 2020 in the amount of \$4097.87. Vice President Helms second motion. Motion passed 3-0.

President Schaeffer made a motion to pay the Sally Spencer Loan payment for November 2020 in the amount of \$1000.00. Vice President Helms second motion. Motion passed 3-0.

President Schaeffer made a motion to pay TDJ CPA Incorporated \$780.40 for the October 31, 2020 invoice. Vice President Helms second motion. Motion passed 3-0.

President Schaeffer made a motion to pay Attorney Thomas Foley \$2400.00 for the October 29, 2020 invoice. Vice President Helms second motion. Motion passed 3-0.

President Schaeffer made a motion to pay PUD \$487.01. Vice President Helms second motion. Motion passed 3-0.

President Schaeffer made a motion to pay Northern Investors Insurance. Due on 11/27/2020 in the amount of \$336.00. Vice President Helms second motion. Motion passed 3-0.

President Schaeffer made a motion to pay Wave Internet. Due on 11/28/2020 in the amount of \$209.90. Vice President Helms second motion. Motion passed 3-0.

President Schaeffer made a motion to pay the Washington State Auditor's Office \$1019.90 for invoice #L139004 - September 2020/ 9 hours audit work performed at \$113.10 per hour. Vice President Helms second motion. Motion passed 3-0.

President Schaeffer made a motion to pay PERs for October 2020 due on 11/15/2020 up to \$800.00. Vice President Helms second motion. Motion passed 3-0.

President Schaeffer made a motion to pay Washington State DOR and Skamania Sales Taxes to include B&O and Litter up to \$4000.00 for October 2020 due on 11/25/2020. Vice President Helms second motion. Motion passed 3-0.

President Schaeffer made a motion to pay LCB Excise Tax for October 2020 due on 11/20/2020 \$14099.74. Vice President Helms second motion. Motion passed 3-0.

President Schaeffer made a motion to approve payroll in the amount of \$2451.75 for the week ending 11/06/2020. Vice President Helms second motion. Motion passed 3-0.

President Schaeffer made a motion to pay Google Domain Name Yearly Fee \$77.54. Secretary Treasurer Helms second motion. Motion passed 3-0.

President Schaeffer made a motion to approve payment of rent at 420 Evergreen to Beverly Stacy for December 2020 in the amount of \$1500.00 to be paid on 11/30/2020. Vice President Helms second motion. Motion passed 3-0.

President Schaeffer made a motion to approve purchasing in the amount of \$15000.00 through the end of November 2020. Vice President Helms second motion. Motion passed 3-0.

October P & L and Financials

President Schaeffer made a motion to approve October 2020 P & L and Financials. Vice President Helms second motion. Motion passed 3-0.

Old Business: Still in the state audit as of today. We have been able to locate paperwork the Auditor has requested.

New Business: Secretary Treasurer Helms informed the board, the City of North Bonneville was going to reinstate the 1.5% sales tax by vote at the City Council Meeting on 11/10/2020. Discussion of delivery drivers not wanting to wait around until our employees can verify manifests. We will post notice at the shop if drivers still give employees trouble. We will contact vendors.

Discussion on Budget meetings for December. Continue to work with our CPA and get our budget together before meeting.

Discussion of different promotions at the shop. Stocking Stuffers, 12 Days of Christmas, Different items every day to pull customers in daily. We need to track the margins and discounts and make certain everything is approved by the board first.

Secretary Treasurer Helms asked for Five minute Executive Session.

The board adjourned to executive session at 8:17PM

The board returned from executive session at 8:20PM President Schaeffer called the meeting back to order.

The Board Set their 2021 Budget Meetings

December 2,2020 @ 7:00PM Zoom meeting

December 9,2020 @ 7:00PM Zoom meeting

Per requirements to be posted in local paper prior to meetings.

Closing Public Comments: None

Closing Board Comments: None

Set/ Next Ongoing Meeting Date: TBD

President Schaeffer Adjourned Meeting at 7:50PM