

REGULAR PFD BOARD MEETING AGENDA



**April 16, 2018
4:00 PM**

**Location: Town Toyota Center
Crunch Pak Room
1300 Walla Walla Avenue
Wenatchee, WA 98801**

Consent Agenda:

1. Approval of Meeting Agenda
2. Vouchers (March, 2018), Minutes (March 19, 2018)

Public Comment: (please state your name and address,
and please limit to 3 minutes)

Agenda Items:

1. Manager's Report
 - 1) Past Shows
 - 2) Future Shows
 - 3) Wenatchee Wild Renewal
 - 4) Capital Plan
 - 5) PUD Efficiency Update
 - 6) Labor Rate Effects
 - 7) Parking
 - 8) Sales and Marketing Report
 - 9) Financial Reports

Regular PFD Board Meeting Minutes



April 16, 2018

4:00 pm

Location: Town Toyota Center
Crunch Pak Room
1300 Walla Walla Ave.
Wenatchee, WA 98801

Board Members Present:

Dustin Christensen (President)
Frank Kuntz (Vice-President)
Randy Agnew (Member)
Marc Straub (Member)
JC Baldwin (Member)
Kelly Allen (Member) (Arrived 4:07pm)

In Attendance: Mark Miller, Town Toyota Center General Manager, Aaron Harvey, Town Toyota Center Assistant General Manager, Cindy Herdt, Shannon Grill, Jennifer Bushong, Chris Berg, Katie Atkinson - Town Toyota Center Staff. Pete Fraley, Legal Counsel, Ogden, Murphy, Wallace

President Dustin Christensen called the meeting to order at 4:00 pm.

Consent Items

1. Meeting Agenda for April 16, 2018
2. Vouchers March, 2018
3. Meeting Minutes March 19, 2018

Motion was made and seconded to accept the Agenda and Consent Items. Motion passed 5-0.

March 2018 Recap

Banner Bank - Facility Operating Account

| | | |
|----------------------------------|----------------------|--------------|
| Payroll | Checks 114061-114263 | \$88,370.96 |
| Accounts Payable | Checks 13377-13510 | \$240,166.20 |
| Accounts Payable | 7 Wires/Debits/ACH | \$24,981.91 |
| Banner Bank - Box Office Account | | |
| | 3 Wires/Debits/ACH | \$76,809.95 |

Public Comment

No Public Comments.

Action and Other Items:

1. Manager's Report
 - a. Past Shows

- Mariachi Festival Northwest, March 23rd, event was well attended and should net approximately \$16K which is up from previous year.
 - Jordan World Circus, April 2nd, attendance was down slightly but the event held two performances and should net between \$12-15K.
- b. Future Shows
- WEN-Con, April 21st - This is the second year for this Wenatchee World co-pro event.
 - Apple Blossom Carnival, April 26th -May 6th. This will be the first year of the five-year agreement.
 - Ladi Dadi Dance, May 5, 2018.
 - Hell on Hooves - ticket sales and revenue are up this year as compared to prior year. Event will be held May 11-12. Sponsorships are doing well for this event.
 - The Illusionist will perform on April 14, 2019.
 - Dustin asked about the Go-Karts in the parking lot and Mark reported they will be returning this year.
- c. Wenatchee Wild –The Wenatchee Wild are currently participating in Round 4 for the Doyle Cup. They will be playing here April 27th & 28th. We are working with others in the vicinity of the arena to make parking arrangements since the carnival will be in the parking lot. We are also looking at running shuttles.
- d. Capital Plan – A copy of the Long-Term Capital Plan was shared and Cindy explained how the spreadsheet was originally created and how it's used internally and updated annually to review capital improvements.
- e. PUD Efficiency Update – Chris Berg reviewed current the project that we are working on with the Chelan County PUD. The current project calls for replacement of the buildings' fluorescent light fixtures (approximately 600 of them).
- f. Labor Rate Analysis – Cindy reviewed what the effect of the increasing minimum hourly wage rate will have on our financial statement. Comparing 2016 to 2020 (the latest current known rate increase), we will see about 42.6% increase in hourly wages, or just under, \$200,000 provided the number of work hours holds steady. Sick leave pay out could run around \$45K for 2018, 2019 & 2020 combined in a worst case scenario. This is based on maximum number of hours that could potentially be earned. Not all hours earned will be eligible to be claimed.
- g. Sales and Marketing Report – Jennifer reported that our Winter Ice Gala has been highlighted in VENUESNow and the USFS Magazine (May, 2018 edition). Hell on Hooves sponsorships are up and groups sales are already at 49% as compared to last year. The Dog Days of Summer which will be held June 30 has strong support in sponsorships including new and first-time sponsor Coastal and Country Financial. This year we will also have a Family Fun Run on the Apple Capital Loop Trail prior to the event. Renewals are being worked on. Twenty-one parking passes have been sold as well as thirty-

three upgrades. Our next 10-Year event planning meeting will be June 4, 2018. We are currently planning an Open House on 10/6 and a catered dinner on 10/9. Jennifer will be the guest speaker for BPW on April 18, 2018 from Noon-1:00pm and invited board members. Frank asked about the building naming rights and Jennifer noted that the current agreement does not expire until August 31, 2018. It was noted that the iFiber in-ice logos will be installed after the Wild season ends.

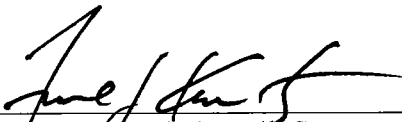
- h. Financial Reports – Shannon reviewed her financial information for the previous month starting with her updated formats and the sales tax revenue numbers. The numbers for March are strong due to twelve events being held. She noted that on Page 2, the budget was “split” after the approved budget to divide out Wild games from our event revenues and expenses and she is still in the process of reviewing that. Frank Kuntz requested to continue receiving the Balance Sheet with the financial reports presentation.
- i. At 4:35 pm, legal counsel Pete Fraley requested an Executive Session to discuss potential litigation. He requested 20 minutes. At 4:55 pm an additional 15 minutes was requested. At 5:10 pm an additional 10 minutes was requested and at 5:20 pm an additional 5 minutes was requested. At 5:25 pm the board president called for an end of the Executive Session.

Frank Kuntz motioned to authorize the General Manager to negotiate and sign the five-year renewal with Shoot the Puck Foundation, substantially as presented, subject to the approval of Board President Dustin Christensen, provided this authorization expires at 5:00 pm on April 23, 2018. Kelly Allen seconded the motion. Motion passed 6-0.

With no further business, the meeting was adjourned at 5:27pm.

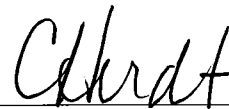
Respectfully Submitted:

Attest:



Steve Lacy, PED Board, Secretary

Frank Kuntz, Vice Chair



Cindy Herdt – Administrative Assistant