

# REGULAR PFD BOARD MEETING AGENDA

April 22, 2021, Noon



**Location: Town Toyota Center  
ZOOM Meeting  
1300 Walla Walla Avenue  
Wenatchee, WA 98801**

Zoom Meeting

<https://us02web.zoom.us/j/89085193421?pwd=UW9BVVpwS2F1YndmaE9XVFU1WE5Ndz09>

Meeting ID: 890 8519 3421

Passcode: 724072

## **Consent Agenda:**

1. Approval of Meeting Agenda
2. Vouchers (March, 2021)
3. Minutes (March 25, 2021)

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

## **Agenda Items:**

1. Weinstein Beverage Rink
2. Vaccination Program
  - Rent
  - Food
  - Labor
3. Staple Food Deliveries
4. Sales and Marketing Report
5. Financial Report & Cash Flow
6. Stimulus
7. Staffing for Re-opening

# PFD Board Regular Meeting Minutes

April 22, 2021, Noon  
Location: In Person/ZOOM Meeting  
1300 Walla Walla Ave.  
Wenatchee, WA 98801



Zoom Meeting

<https://us02web.zoom.us/j/89085193421?pwd=UW9BVVpwS2F1YndmaE9XVFU1WE5Ndz09>

Meeting ID: 890 8519 3421

Passcode: 724072

Board Members Present:

Frank Kuntz (President) (On site)

Shon Smith (Member) (ZOOM)

Tim Hollingsworth (Member) (ZOOM)

Marc Straub (Member) (ZOOM)

Randy Agnew (Member) (On site)

**In Attendance:** Mark Miller, Town Toyota Center General Manager, Aaron Harvey, Cindy Herdt, Jennifer Bushong, Chris Berg - Town Toyota Center Staff (all on site) Guest: Tricia McCullough, Star Montgomery - August Edge (ZOOM)

President Frank Kuntz called the meeting to order at 12:00 pm and took a roll call of attendees.

## Consent Items

1. Meeting Agenda for April 22, 2021
2. Vouchers March, 2021
3. Meeting Minutes March 25, 2021

Will contact board members to obtain signatures on all Meeting Minutes and Voucher Listings.

**Motion was made and seconded to approve the agenda consent items. Motion Passed 5-0.**

March, 2021 Recap

US Bank - Facility Operating Account

EFT/ACH/Wire-3	-20,433.25
----------------	------------

Banner Bank - Facility Operating 711 (New)

Accounts Payable	17578-17652	-163,556.14
------------------	-------------	-------------

Payroll	20900-20941	-50,232.56
---------	-------------	------------

EFT/ACH/Wire - 3	-2,401.05
------------------	-----------

## Public Comment

No Public Comments

## Action and Other Items:

1. Weinstein Beverage Rink  
The agreement for the Weinstein Beverage Rink naming rights is complete. The staff thanks Weinstein Beverage for their continued support during the COVID shutdown. Public Skate will re-open on Friday for the first time in over a year. Public Skate will operate three days per week. Private skate revenues is running approximately on 35 hours per week but is expected to decrease when league use tapers off.
2. Vaccination Program  
Rent, Food and Labor are ongoing revenues. The labor component fluctuates as the schedules change and as others are experiencing, employees are very difficult to find.
3. Staple Food Deliveries  
The Staple Food Boxes are now under Chelan and Douglas Counties and the Chelan-Douglas Health District. We have a current three-month agreement that will expire at the end of April.
4. Sales and Marketing Report  
Jennifer reviewed the activities for the sales and marketing departments including the finalization of the Weinstein Beverage Rink naming rights, AYEYF account, suite ownership activity and public outreach.
5. Financial Report & Cash Flow  
Sales tax revenues are up 12% overall. Food & Beverage revenue is invoiced following month. Administration expense up mostly due to the Venue Coalition Membership dues. Cash Flow is hold steady. COGS are at 42%. We expect to make it through May-July but there is a high probability of needing reserves transfers starting in August.
6. Stimulus  
Town Toyota Center will be eligible for SVOG but only in the third tier. It's expected that the majority of available funds will be depleted by that time. We have applied for Working Washington Round 4. We have been advised that we are not eligible for Employee Tax Credits. Any potential claims pay-out from Enduris under our Business Interruption clause is still uncertain but no funds will be paid out anytime soon. That clause has a maximum payout of \$500K but that would be divided between all of their insured within the pool. PPP rules have changed again but we are still not eligible under the new guidelines.
7. Staffing for Re-opening  
There is no Phase 4 criteria at this time for the state opening plans. The Town Toyota Center is looking at needing three months to prepare to re-open the build for public activities. We were tentatively looking at July through October. The BCHL/Wenatchee Wild schedule has been pushed to October/November now. The cost of the re-opening ramp-up is estimated at \$450K. Staff does not feel the reserve funds are available for the costs and we should not begin the process until we have clear and consistent opening guidelines at the state level. Some of the upgrades include touchless items and a new POS system. Our goal is to meet the GBAC Accreditation requirements which is expected to become the public arena standard.

### Other discussions:

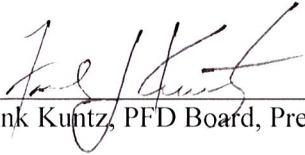
- Eastmont Graduation, Hell on Hooves Rodeo and Wenatchee Valley Skyhawks have all cancelled.

- Frank noted the Wenatchee City Council is meeting in person. State guidelines for Phase 3 also allow in person meetings. The PFD Board will start meeting in person effective May 27, 2021.
- Frank noted that discussions will begin between various agencies regarding finding ARP funds for the re-opening plans. Tim suggested a letter be sent to the district entities, mayors and councils.
- Mark and Staff reported that the switch of the use of the facility has worked well during these very trying and stressful times. We are however, hopeful about finding funds to re-align the arena to return to our stated purpose. No stimulus or grant money has been directly available to us. Our only revenue was to shift the use of the building.
- Randy asked about the +/- \$2M debt service payments.

With no further business, the meeting was adjourned at 12:43 pm.

Respectfully Submitted:

Attest:



---

Frank Kuntz, PFD Board, President



---

Cindy Herdt – Administrative Assistant