

PFD BOARD SPECIAL MEETING AGENDA

April 27, 2022, Noon

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



Consent Agenda:

1. Approval of Meeting Agenda
2. Vouchers (March, 2022)
3. Minutes (March 24, 2022)

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

Agenda Items:

1. **Manager's Report**
 1. Hell on Hooves Roughstock Rodeo
 2. Sales & Marketing Report
 3. Wenatchee Valley Skyhawks
 4. Future Shows/Events
 5. Capital Items
 6. Public Records Request
 7. Financial Statements
2. **Accounts Receivable Write Off at December 31, 2021 Year End**
3. **Sales Tax Report – Submitted by Cordell, Neher & Co, PLLC**
4. **PFD Member Term Expiration/Renewal**
5. **2021 Year End Financial Statement Engagement Letter, Cordell, Neher & Company, PLLC**
6. **Executive Session**

PFD Board Special Meeting Minutes



April 27, 2022, Noon
Town Toyota Center
1300 Walla Walla Ave.
Wenatchee, WA 98801

Board Members Present:
Frank Kuntz (President)
Jerrilea Crawford (Member)
JC Baldwin (Member)
Shon Smith (Member)
Randy Agnew (Member) (12:02)
Marc Straub (Member)

In Attendance: Mark Miller, Town Toyota Center General Manager, Cindy Herdt, Aaron Harvey, Brian Bolz, Chris Berg, Lindsay Rey, Mandi Lawless - Town Toyota Center Staff. Guest: Tricia McCullough, Anna Dodge – August Edge, Pete Fraley – Ogden, Murphy, Wallace, PLLC

President Frank Kuntz called the meeting to order at 12:00 pm.

Consent Items

1. Meeting Agenda for April 27, 2022
2. Vouchers March, 2022
3. Meeting Minutes March 24, 2022

**Motion was made and seconded to approve the agenda consent items with the following change:
Motion was made to move the Executive Session to the beginning of the meeting. Moved by Marc Straub. Seconded by JC Baldwin. Motion Passed 5-0.**

March, 2022 Recap

US Bank - Facility Operating Account

	EFT/ACH/Wire-2	-27,115.40
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Banner Bank - Facility Operating 711 (New)

Accounts Payable	18428-18496	-158,437.78
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Payroll	22255-22303 & 22381-22525	-101,444.45
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	EFT/ACH/Wire - 14	-56,735.11
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Public Comment

No Public Comments

Action and Other Items:

At 12:01pm, Frank Kuntz called for a 10-minute Executive Session (Agenda Item 3) to discuss legal matters and consequences. At 12:11 pm an additional 5 minutes was requested. At 12:16 the Executive Session was called to an end. No action was taken as a result of the Executive Session.

1. Manager's Report

1. Hell on Hooves Roughstock Rodeo

This event caters to the under 30 demographics and is expected to do well in terms of attendance. The event will take place on May 6th and 7th. We have raised approximately \$42K in sponsorships to date. The dirt will be in next week. Ticket sales today are over what they were for same date prior to the 2019 rodeo.

2. Sales & Marketing Report

Lindsay Rey presented the sales report for the prior month. Group sales for the rodeo are doing well. Sixteen loge renewals are out and 4 have confirmed so far. Five suite proposals are out and the Pepsi/Weinstein agreements are being reviewed for renewal. Mark noted that loge seating agreements will be for one year only and no multi-year discounts will be available. We have one suite that expires in 2024 and after that, suite agreements will be for one year only.

3. Wenatchee Valley Skyhawks

Skyhawks played April 16th, 23rd and 30th of April. Their last two home games are May 21st and June 11th.

4. Future Shows/Events

The Eastmont High School Graduation is June 3rd and expects attendance of 4K. The Republican Convention will be on June 4th & 5th in partnership with the Wenatchee Convention Center.

5. Capital Items

Staff is looking for input from a few board members for suggestions on our long-term capital plan. Frank Kuntz, JC Baldwin and Randy Agnew agreed to assist.

6. Public Records Request

All of the responsive documents for the Eric Hood Public Records Request have been sent to him. The final email requested he advise us if he felt the records he had received were not in the format he preferred or if he needed additional documents. At this time we consider this request closed.

7. Financial Statements

Sales Tax revenues are up 18% over prior year. The Jordan World Circus netted \$4k. The KPQ Home Show netted \$28K and the BNCW Home Show \$24K. The rink revenues are strong. The month included 8 Wild home games. COGS are at 30%.

2. Accounts Receivable Write Off at December 31, 2021 Year End

Meeting information included a list of accounts receivable the staff has determined are highly unlikely to be collected and suggest write-off at December 31, 2021.

Motion was made by JC Baldwin to approve writing off the accounts receivable as presented as of December 31, 2021. Jerrilea Crawford seconded the motion. Motion passed 6-0.

3. Sales Tax Report – Submitted by Cordell, Neher & Co, PLLC

The sales tax report for the various bank accounts was presented to the board. No concerns were raised.

4. PFD Member Term Expiration/Renewal

Mayor Frank Kuntz' term expires on June 30, 2022. A letter has been sent to the City of Wenatchee and Frank noted they have discussed this at a council meeting and council has approved his renewal. The city should have a copy of their resolution to us soon.

5. 2021 Year End Financial Statement Engagement Letter, Cordell, Neher & Company, PLLC

The Engagement Letter for the 2021 Year End Financial Statements that Cordell, Neher will be preparing was presented to the board. There are no substantive changes to the agreement letter.

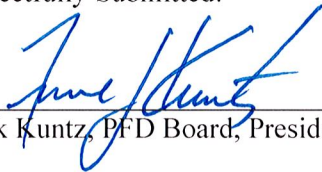
Marc Straub motioned to approve the Engagement Letter and Authorize the Board President and the General Manager to sign. JC Baldwin seconded the motion. Motion passed 6-0

6. Executive Session

This item moved to the top of the meeting.

With no further business, the meeting was adjourned at 1:10 pm.

Respectfully Submitted:



Frank Kuntz, PFD Board, President

Attest:



Cindy Herdt – Administrative Assistant