

# SPECIAL PFD BOARD MEETING AGENDA

December 20, 2021, Noon

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



## Consent Agenda:

1. Approval of Meeting Agenda
2. Vouchers (November, 2021)
3. Minutes (November 29, 2021)

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

## Agenda Items:

1. **Manager's Report**
  1. Masks/Vaccine Mandates
  2. Future Events
  3. Past Events
  4. Wenatchee Wild
  5. Sales & Marketing Reports
  6. Staffing
  7. Financial Statements
2. **Sales Tax Report – Submitted by Cordell, Neher & Co, PLLC**
3. **2022 Budget - Draft**
4. **PFD Board Member Term Expiration/Renewal**
5. **Related Parties**
6. **Value of Assets & Life Expectancies**
7. **State Audit**

# PFD Board Special Meeting Minutes



December 20, 2021, Noon  
Town Toyota Center  
1300 Walla Walla Ave.  
Wenatchee, WA 98801

Board Members Present:  
Frank Kuntz (President)  
Jerrilea Crawford (Member)  
JC Baldwin (Member)  
Tim Hollingsworth (Member)  
Marc Straub (Member)  
Shon Smith (Member)

**In Attendance:** Mark Miller, Town Toyota Center General Manager, Aaron Harvey, Cindy Herdt, Katie Atkinson - Town Toyota Center Staff. Guest: Tricia McCullough, Star Montgomery – August Edge, Jennifer Bushong, JBe Marketing

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

### Consent Items

1. Meeting Agenda for December 20, 2021
2. Vouchers November, 2021
3. Meeting Minutes November 29, 2021

**Motion was made and seconded to approve the agenda consent items. Motion Passed 6-0.**

November, 2021 Recap

US Bank - Facility Operating Account	EFT/ACH/Wire-2	-23,020.04
Banner Bank - Facility Operating 711 (New)		
Accounts Payable	18112-18179	-112,121.52
Payroll	21687-21830	-86,290.34
	EFT/ACH/Wire - 5	-19,716.04
		-241,147.94

### Public Comment

No Public Comments

### Action and Other Items:

#### 1. Manager's Report

Mark opened the meeting by reporting that the Weinstein Rink is doing very well, even exceeding 2019 (pre-COVID) revenues.

1. Masks/Vaccine Mandates

The vaccine/mask mandates seem to continue to receive push-back from the public in general and our guests. Many simply are not willing to return until “COVID is over” and any (or fewer) associated mandates are no longer in place.

2. Future Events

Due to the COVID mandates we will not be perusing any at-risk events. Not enough guests in our benefit area seem will to buy tickets. Other activities currently on our calendar are non-risk rentals and the Hell on Hooves event. Politicians serving our area continue to stress that our budgets and operations will be negatively affected in the next year. Board asked if participation can be capped at 990 guests but that is not how the requirement works. Unfortunately, there is additional division because some sectors need to follow the rules and some don't. For example, a high school sports event versus a Wenatchee Wild game. It has not been determined if the high schools will need to follow the mandates for high school game at the arena.

While the numbers are not yet fully finalized, it looks like Grupo Firme will net positive and Styx will have a loss. Wild attendance is off dramatically. The Wenatchee World Wine Awards fared fairly well. It was pre-sale tickets on and limited to 400 attendees.

3. Past Events

As previously mentioned, the community ice skating rink is doing very well. Wild attendance on Friday was 970. The Wild will have four additional games on the schedule for the 2021-2022 season. The BCHL continues to struggle with border crossing issues and the definition of “essential travel” changes.

4. Sales & Marketing Reports

Katie's report was included in the information packet. She reported that 71 of the 79 Loge seats are taken and the others are sold nightly. She has regained two of the suite owners. Nightly rentals of the open suites for the month of December generated about \$5,000. \$12,000 has been sold in building signage. Katie is working on sponsorship of the Ice Bar and the Top Shelf Lounge which would amount to over \$20,000. The Holiday Dreams event sold 121 group sales tickets valued at just over \$5,000. Marketing report from JBe Marketing (Jennifer Bushong) for December was also included in the meeting packet. Jennifer's report covers “media day” with Mark, changes and revisions on the website and other posts and event marketing activities.

5. Staffing

We will continue using a local third-party vendor for cleaning during and after our events and hockey games. They have been doing an excellent job. We have also arranged for the Wenatchee Confluence Rotary Club to man one of the food and beverage concessions stand for a percentage of the revenue since we do not have enough employees to man these stations.

6. Financial Statements

The sales tax numbers are holding very strong. As mentioned, rink revenues are up. One page of the statement required a heading update to Actual November 2021 YTD vs. Actual November 2020 YTD. Mark inquired of the board if and how we should invest some of the funds in our bank accounts from the re-bonding process. Knowledgeable parties from staff, board, accounting, legal will meet to determine the best course of action in this regard.

2. **Sales Tax Report**

We have retained Cordell, Neher & Co to reconcile and review the monthly sales tax remittances and the subsequent transfers to proper accounts. This is a long-term agreement. They will provide a monthly report for the Board. The first report from Cordell, Neher

included in this packet includes back information to the time the bonds closed (September) and the sales taxes remittances started coming in, through the month of November.

**3. 2022 Budget – Draft**

The estimated loss for 2021 is approximately -\$500K. The draft budget for 2022 is approximately \$1M. The build for the events is very minimal but is optimistic with a few unknown events included. We've also included just one potential larger at-risk event. The event build is still way less optimistic than those included in past budgets. The events (non-Wild) are at approx. \$1M revenue, \$750K expenses and \$250K net. Frank Kuntz suggested we consider showing the .033% sales tax revenues as monthly income as opposed to non-operating income. The board discussed this suggestion.

**Motion was made by Jerrilea Crawford to include to .033% sales tax as operating income as opposed to non-operating. Motion was seconded by JC Baldwin. Motion passed 6-0.**

This will be updated on the 2022 Budget for presentation next month. Staff did not ask for approval of the 2022 Budget in order to do a final review and now to update with the change in recognizing the .033% sales tax. The final version will be presented at the January meeting for approval.

**4. PFD Board Member Expiration/Renewal**

Chelan County Commissioner's staff has verbally confirmed they will be renewing Shon Smith as their representative. They will forward a copy of the resolution once it has been voted on at the next commissioner's meeting.

**5. Related Parties**

The State Auditor requests board members be asked on an annual basis if any of them are involved with activities at the arena that would result in personal benefit and would, therefore, be considered a conflict of interest. All members responded they do not have any related party activities at the facility.

**6. Value of Assets & Life Expectancies**

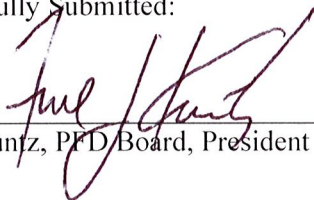
All Board Members have had the opportunity to review the most current depreciation schedule and there were no items that need a change to either value or life expectancy.

**7. State Audit**

The state audit is still in the final stages and is expected to be complete by the January 27, 2022 board meeting. The audit is going well in general but they do have some questions regarding activities performed outside of our normal course of business during the state mandated COVID shutdown. We are not expecting any outcome to result in any findings on this audit.

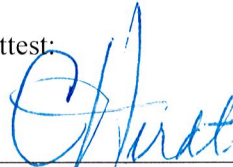
With no further business, the meeting was adjourned at 1:05 pm.

Respectfully Submitted:



Frank Kuntz, PFD Board, President

Attest:



Cindy Herdt – Administrative Assistant