

PFD Board Special Meeting Minutes

December 21, 2023, Noon

Town Toyota Center
1300 Walla Walla Ave.
Wenatchee, WA 98801



Board Members Present:
Frank Kuntz (Chairman)
JC Baldwin (Vice-Chairman)
Jerrilea Crawford (Member) (12:10pm)
Randy Agnew (Member)
Marc Straub (Member)

In Attendance: Mark Miller, Town Toyota Center General Manager, Aaron Harvey, Town Toyota Center Assistant General Manager, Cindy Herdt, Lindsay Rey, Dave Mann, Chris Berg, Brian Bolz, Jamie Goodman, Jodi Riggles, Mandi Lawless - Town Toyota Center Staff. Approx. 15 guests

Meeting was called to order at 12:00 pm by Chairman Frank Kuntz

Consent Items

1. Meeting Agenda for December 21, 2023
2. Vouchers October, 2023
3. Meeting Minutes November 16, 2023

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

October, 2023 Recap

Banner Bank - Facility Operating 711 (New)

Accounts Payable	20068-20137	-\$141,925.74
Payroll	Paychex Entries	-\$179,975.63
	EFT/ACH/Wire -10	-\$109,443.31
Total		<u>-\$431,344.68</u>

Public Comment

Several public members (approximately 15) attended the meeting to discuss the live animal events held at the Town Toyota Center. Six spoken during the Public Comment section of the meeting. James Pumphrey (Wenatchee) from the Wenatchee Valley Humane Society is concerned for humane care and public safety. He recommended the Town Toyota Center submit a safety plan approved by the WVHS and unannounced inspections. Kris

Cameron (Wenatchee) again thanked the board members for their willingness to address this concern. She noted there is significant support to eliminate live animal acts and is asking for the board to take action. Other large circus promoters have eliminated animal performances. (Ringley Brothers & Bailey). Lindsey Patton with the USDA has told her that facilities do have the right to restrict use of animals and they have no records of USDA inspections. Kris provided handouts of the animal housing conditions from the circus held last year at the arena. She asked if she could be provided with a definition of a “sold-out” circus. Cindy Volyn (Wenatchee) addressed risk to human health and welfare noting that there is confirmation of transfer of tuberculosis. In 2019 8 employees tested positive at the Point Defiance Zoo. The treatment spans 6 to 12 months. Attack of humans resulting in injuries and death have been reported and documented. She questioned the potential liability to the PFD and if there is an emergency response plan prepared. Anna Gullickson (Cashmere) runs an animal sanctuary in Cashmere, WA. She has prior experience with live elephant rides. She supports the ban of these animals at the Town Toyota Center. She noted the limited, or lack of, legislation and oversight over animal care. She would support circus type events that do not include animals. Brooke Cumpton has degrees in Animal Science. The gold standard for animals includes freedom of hunger & thirst, freedom of discomfort, freedom of pain, injury and disease, freedom to express natural behavior and freedom of fear & distress. She noted City of Wenatchee code requires permits for animal acts and there are some legislative provisions to support banning live animal acts. Jessica Schell (Wenatchee) believes the PFD could be a leader in the community in disallowing live animal acts. The board members choose to briefly respond to the issue. This is Frank Kuntz last meeting and he says he still supports no animal acts without prior board approval on a case-by-case basis and allowing attorney drafted policy. Jerrliea Crawford asked if we have a 2024 agreement and Mark said it is out but has not yet been returned. She prefers immediate action on the issue. JC Baldwin also supports action now rather than later. Marc Straub has significant concern regarding animal welfare and supports action but encouraged the board to use great care in determining who has the legal right to use the public facility. Randy Agnew opposes taking booking authority from the general manager. A moratorium on events with live animals was suggested.

Jerrliea Crawford motioned to place a moratorium on events with circus animal for a period of six months effective December 21, 2023. JC Baldwin seconded the motion. Motion Passed 4-1. Yeas – Frank Kuntz, Jerrliea Crawford, JC Baldwin, Marc Straub. Nay – Randy Agnew.

Agenda Items:

1. Manager’s Report

a. Events

- i. Wenatchee Wild** - the Wild games are averaging approximately 1,700 in attendance. Increased attendance is great but brings some parking issues with it.
- ii. Mannheim Steamroller** – This concert will net approximately \$18K. This is a rental event.
- iii. Cirque Dreams Holiday Christmas Show** – the theatrical show is currently at approximately 1,400 in ticket sales. Break even is 1,600 and we expect to meet that number.
- iv. WWE Road to WrestleMania** – this event is scheduled for January 7, 2024 and excitement is high. Ticket sales are open now.

- v. **High School Basketball** – this is scheduled for the first week in January and will be Wenatchee, Eastmont, Cashmere and Chelan High Schools. Girls and boys JV and varsity games will be played as well as a Unified team game.
 - b. **Sales & Marketing** – Lindsay reported on her active, renewed and potential sales for the month.
 - c. **Financial Reports – October, 2023** – Dave presented the financial statement for the month of October. The month included 4 Wenatchee Wild games, Oktoberfest and Confluence Cheer. Major expenses included \$20K in interior painting and \$31K for the alarm equipment that services the refrigeration system. In November the sales tax bank accounts at Banner Bank were converted to interested bearing accounts. The bonds have an interest only payment coming due in March, 2024.
 - d. **Capital Items** – Anticipated items for the 2024 Capital projects include the completion of last years’ HVAC improvements, upgrades and expansions to the locker rooms. We currently have 5 locker rooms. We anticipate the need for 8 based on increase use combined with WHL requirements. We will be adding 3-5 computer replacements those that are reaching end of life/service. We will be getting quotes for a pizza oven and an additional fryer for the Food & Beverage department. We are looking into a “Zamboni assist” to improve the ice conditioning process. A batch of rental skates in the community rink have reach life usefulness and will be replaced. We will be purchasing a second display screen for advertisements on the lower concourse.
2. **Related Parties** – No board members reported any related party activities or potential conflicts of interest.
3. **Value of Assets & Life Expectancies** – No board members had any concerns regarding the life expectancies of the items listed on the depreciation schedule. There are several line items that will be removed during the 2023 year-end financial statement process.
4. **Renewal of Sales Tax Collection Review** – The renewal of the service agreement with Cordell, Neher for the monthly report for the sales tax revenue was presented.

Frank Kuntz motioned to authorize the General Manager to sign this agreement. JC Baldwin seconded the motion. Motion passed 5-0.

5. **2023 Financial Statement Engagement Letter** – The Engagement Letter from Cordell, Neher for the compilation of the 2023 year-end financial statements was presented and reviewed.

Frank Kuntz motioned to approve the Engagement Letter as presented for the 2023 Year-end Financial Statements. JC Baldwin seconded the motion. Motion passed 5-0.

6. **2024 Draft Budget** – Presentation of the Draft 2024 Budget has been deferred to the January 25, 2024 PFD Board Meeting.
7. **Sales Tax Report – Submitted by Cordell, Neher & Co., PLLC** - The monthly sales tax review from Cordell, Neher was presented. The Board did not have and questions or concerns.

Other items:

Frank Kuntz motioned to elect Jerrilea Crawford as the PFD Board President effective immediately. JC Baldwin seconded this motion. Motion passed 5-0.

As this is Mayor Frank Kuntz' final meeting as a PFD Board member after serving for 15 years a "THANK YOU" presentation was given. All of us who have worked with Frank offered appreciation for his time spent to see the arena through some rough times and into the current stable times. Mark talked about the many changes and improvements the arena has experienced under Frank's dedicated leadership and presented Frank with a framed Steve Miller poster on behalf of the staff.

With no further business, the meeting was adjourned at 1:11 pm.

Respectfully Submitted:

Attest:

JC Baldwin Vice President
Jerrilea Crawford, PFD Board, President
excused absence

C Herdt

Cindy Herdt – Administrative Assistant