

SPECIAL PFD BOARD MEETING AGENDA

December 28, 2020, Noon



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

Zoom Meeting

<https://us02web.zoom.us/j/89930603426?pwd=R1IwQTNxVHY1WVRzNGRQazMxMy9SZz09>

Meeting ID: 899 3060 3426

Passcode: 102033

Consent Agenda:

1. Approval of Meeting Agenda
2. Vouchers (November, 2020)
3. Minutes (November 30, 2020)

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

Agenda Items:

1. Manager's Report
 1. Board Member Renewal – City of Cashmere
 2. Related Parties
 3. Value of Assets and Life Expectancies
 4. Serve Wenatchee/County Hospitality/Others
 5. 2021 Capital Projects
 6. Financial Report
2. 2021 Proposed Budget

PFD Board Special Meeting Minutes



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 1300 Walla Walla Ave.
 Wenatchee, WA 98801

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Board Members Present:

- Frank Kuntz (President)
- JC Baldwin (Member) (Joined 12:10pm)
- Shon Smith (Member)
- Randy Agnew (Member) (Joined 12:15pm)
- Jerrilea Crawford (Member)
- Marc Straub (Member)
- Tim Hollingsworth (Member)

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

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 December 28, 2020
2. Vouchers November, 2020
3. Meeting Minutes November 30, 2020

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.

November 2020 Recap

US Bank - Facility Operating Account

	EFT/ACH/Wire - 3	-18,612.68
Banner Bank - Facility Operating 711 (New)		
Accounts Payable	17413-17453	-50,482.77
Payroll	20758-20794	-38,253.23
	EFT/ACH/Wire - 3	-3,495.38
Banner Bank - Facility Operating		
	No Activity	
Total		<u>\$ (110,844.06)</u>

Public Comment

No Public Comments

Action and Other Items:

1. Manager's Report

1. Board Member Renewal – City of Cashmere

The City of Cashmere has notified us that they will be renewing JC Baldwin's position as she has indicated her willingness to remain on the board.

2. Related Parties

Staff reviewed the state auditor's request that we ask about related party transactions and conflict of issues with the board members on an annual basis. No one felt they had any personal issues but an email will go out to the members for confirmation.

3. Value of Assets and Life Expectancies

Staff also reiterated this question was requested annually by the state auditor's office. Several audits past, they questioned the 25-year life span of the building. Board has reviewed the depreciation schedule and no suggestions were made for changing life expectancies on any of our assets.

4. Serve Wenatchee/County Hospitality/Others

Our food distribution programs are still in effect. The deliveries to the COVID-19 housing site will expire December 31, 2020. Food goes until January 31, 2021 but we are working on possible extensions. The WA state governor's office will provide the next update to gyms and other activities on January 4, 2021. The next federal stimulus package signed January 27, 2020 does not include funds for hard hit arenas. We do have a pending Working Washington 3 grant application pending and potential for vaccination site February through May. Jenifer reported the Winter Ice Gala will be a virtual event featuring past events, skaters and possibly interviews with some professional skaters. The logistics of a pick-up meal is being discussed. Jennifer is checking on some potential sponsors. The goal is to raise enough money to fund all 1st and 2nd graders a LTS session.

5. 2021 Capital Projects

Possible capital projects include replacement computers, COVID-19 cleaning equipment, COVID-19 building signage and a paving repair to damage caused by a water leak near the entrance of the iFiber Rink. We will also be discussing state mandated re-opening requirements as soon as we have the information. These will include items such as touchless water systems, dispensers and concessions service and payments as examples.

6. Financial Report

Tricia with August Edge presented the financial statements for review. The sales tax revenue is down only 1% year to date. November did recognize some revenue in the iFiber Rink before we needed to shut it back down. Shon asked about the COGS percentage and staff noted they would review that and provide feedback.

2. 2021 Proposed Budget

Mark reported that he has participated in numerous entertainment industry related conference calls with venue groups and lobbyists. Taking information and input on what others are doing he explained our budget creation philosophy for 2021. We are assuming no operational revenue in January and February and a strict reduction in expenses accordingly. Starting in March, we will increase by 10% in both revenues and expenses until the month of September when this will jump to 100%. These percentages are base

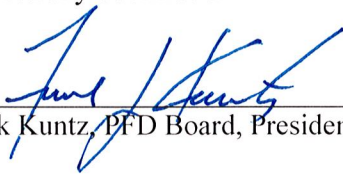
solely on the 2019 Budget numbers. This process resulted in a loss for calendar year 2021 of \$690,711. Actuals may vary significantly compared to this budget due to numerous external issues including COVID-19 state mandates, the public's willingness to return to larger events if we are able to re-open and the ability to play hockey. Because the budget was created in such an abstract way, it may not be very useful as a management operational tool and we will focus on cash flow. All activities to bring in revenues while saving in all expense areas will be employed.

Motion was made by Jerrilea Craford and seconded by March Straub to accept the 2021 Budget as presented. Motion passed 7-0.

With no further business, the meeting was adjourned at 12:40 pm.

Respectfully Submitted:

Attest:



Frank Kuntz, PFD Board, President



Cindy Herdt – Administrative Assistant