

SPECIAL PFD BOARD MEETING AGENDA



February 19, 2019
3:00 PM

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

Consent Agenda:

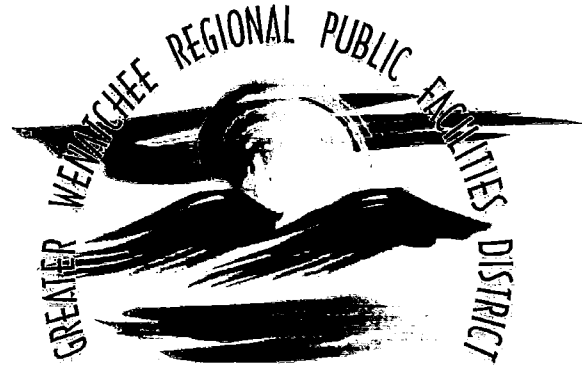
1. Approval of Meeting Agenda
2. Vouchers (December, 2018, January, 2019), Minutes (December 17, 2018, No meeting January 22, 2019)

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

Agenda Items:

1. Wenatchee Skyhawks Football
2. Reserves Transfer
3. Board Member Terminations
4. PFD Board Meeting Dates
5. Manager's Report
 1. Past Shows
 2. Future Shows
 3. Capital Projects updates
 4. Sales and Marketing Report
 5. Financial Reports

Special PFD Board Meeting Minutes



February 19, 2019

3:00 pm

Location: Town Toyota Center
Crunch Pak Room
1300 Walla Walla Ave.
Wenatchee, WA 98801

Board Members Present:

Frank Kuntz (Vice-President)

Randy Agnew (Member)

JC Baldwin (Member)

Kelly Allen (Member)

In Attendance: Mark Miller, Town Toyota Center General Manager, Aaron Harvey, Town Toyota Center Assistant General Manager, Cindy Herdt, Shannon Grill, Katie Atkinson - Town Toyota Center Staff.

Vice-President Frank Kuntz called the meeting to order at 3:00 pm.

Consent Items

1. Meeting Agenda for February 19, 2019
2. Vouchers December, 2018 and January, 2019
3. Meeting Minutes December 17, 2018 (No meeting January 22, 2019.)

Randy Agnew moved to approve the consent items as listed. Frank Kuntz seconded. Motion Passed 4-0.

December 2018 Recap

Banner Bank - Facility Operating Account

Payroll	Checks 115817-116364	\$108,651.62
Accounts Payable	Checks 14274-14364	\$150,002.20
Accounts Payable	EFT/ACH/Wire - 7	\$20,026.47

Banner Bank - Box Office Account

EFT/ACH/Wire - 10	\$88,576.69
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US Bank - Box Office Account

No Activity

US Bank - Facility Operating Account

EFT/ACH/Wire - 3	\$26,103.04
Check 1060017	\$1,100.67

January 2019 Recap

Banner Bank - Facility Operating Account

Payroll	Checks 116-116270	\$99,226.84
Accounts Payable	Checks 14365-14496	\$259,702.84
Accounts Payable	EFT/ACH/Wire - 5	\$24,045.32

Public Comment

No Public Comments.

Action and Other Items:

1. Wenatchee Valley Skyhawks Football

The Wenatchee Valley Skyhawks Football agreement was presented for Board review. The agreement includes payment of 50% of the rent upfront, then \$4,000 per game pre-paid one week in advance of each scheduled game pending signatures of the agreement. Season tickets are currently available through the Wenatchee Valley Skyhawks. Town Toyota Center's Box Office will be selling single game tickets. Randy Agnew asked about the provision for annual increases tied to the CPI and capped at 3%. After a brief discussion, the board was satisfied with the item in the agreement. Mark Miller requested approval from the Board to move forward with the agreement as presented.

Frank Kuntz entertain motion. Kelly Allen motioned to authorize Mark Miller to sign the Wenatchee Valley Skyhawks Football Agreement as presented. JC Baldwin seconded the motion. Motion passed 4-0.

2. Reserve Transfer.

The spreadsheet for the sales tax distribution was distributed and reviewed. The .033 rebate came to \$998,560.

Frank Kuntz motioned to transfer \$400,000 from US Bank to the Banner Bank Reserve Account. JC Baldwin seconded the motion. Motion passed 4-0.

3. PFD Board Member Terminations

Douglas County's representative Marc Straub has not yet been replaced. Chelan County's representative, Board President Dustin Christensen has retired. The Board members discussed the assigned positions within the Board.

Frank Kuntz motioned for the following changes: Frank Kuntz - President, JC Baldwin - Vice-President, Kelly Allen - Secretary. Randy Agnew seconded the motion. Motion passed 4-0.

4. PFD Board Meeting Dates

The Board discussed changing the dates and times of the monthly Board Meeting in order to attract and retain representatives and to meet the availability needs of current board members. They reviewed meetings for cities, counties and other agencies members serve on. At the conclusion of the discussion, they decided to change the meeting dates.

Frank Kuntz motioned to reschedule the PFD Board Meetings from the third Monday of each month at 4:00pm to the 4th Thursday of each month at noon. Meetings will still be held in the Crunch Pak Room at Town Toyota Center. Randy Agnew seconded the motion. Motion passed 4-0.

The change in the meeting dates and times of the PFD Board Meetings will be effective with the March, 2019 meeting. An updated listing of all future meetings will be sent out to all board members and their calendar-keepers.

5. Manager's Report

Mark thanked the Operations Department & Crew for the past several weeks of work. They set up for several events and activities and dealt with keeping the parking lots clear of snow.

1. Past Shows

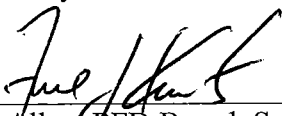
- a. Winter Ice Gala 2019 – this event will net approximately \$10K and raised over \$20K for the Arena Youth Enrichment Fund.
- b. BNCW Home Show – this event is a trade show rental and will net around \$18k.

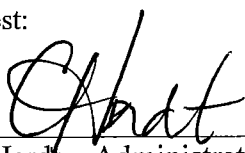
- c. PJ Masks – this event fell just short of break even and will lose around \$5k. Event night was very hazardous winter conditions locally and throughout outlying areas.
 - d. Wild Games – Season games have averaged +/- 1,700 paid attendance. Playoffs, Round 1 will start at home. We have budgeted for five home playoff games.
2. Future Shows
- a. Wild home playoff games will be determined based of final games of the regular season still being played.
 - b. Sportsman Show, February 22-24, 2019, trade show rental
 - c. Special Olympics, March 1, 2019
 - d. KPQ Home & Garden Expo, trade show rental
 - e. Jordan Circus, March 23-24, 2019, 2-day event, 2 shows per day
 - f. Mariachi Festival Northwest, March 29, 2019, all day music workshop and concert.
 - g. The Illusionists, April 4, 2019
 - h. Wen-Con, April 13, 2019
 - i. Hell on Hooves, May 10-11, 2019
 - j. Jehovah's Witnesses, May 19, 2019
 - k. Maker's Fair, June 1, 2019
 - l. REO Speedwagon/Great White, August 27, 2019
 - m. Marco Antonio Solis - Cancelled
3. Capital Projects updates
- a. Carpet/Flooring & Insurance Claim – some small areas of the flooring project are still being worked on or are waiting until the areas are available. The North VIP elevator damage claim has been submitted to Enduris.
 - b. Chelan County PUD Projects – The second phase of the PUD/LED lighting is in process. We will ask for materials quotes. Other projects we are still working on include the upper concourse windows for the south side, the variable speed motors and the condenser material.
4. Sales and Marketing Report
- In Jennifer's absence Mark reported information regarding our Facebook and other social media footprints. Jennifer will be arranging a 12-20 year-old group roundtable to generate interest for events for that age range. Katie reported the sponsorships for Hell on Hooves is at \$17K.
5. Financial Reports
- Shannon reviewed the financial reports that were distributed and activity for the prior month. She noted that the sales tax revenues were up 11% this year over the prior year. When estimating year end last month, Shannon found that the COIs were not being recorded correctly. She has been working with our CPS firm to review past data and adjustment that have or will be made to correct. Shannon will also be working with our CPA firm to create a procedural manual for her position.

With no further business, the meeting was adjourned at 4:30 pm.

Respectfully Submitted:

Attest:


 Kelly Allen, PFD Board, Secretary
 Frank Kuntz President


 Cindy Herdt – Administrative Assistant