

# REGULAR PFD BOARD MEETING AGENDA



**June 18, 2018  
4:00 PM**

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

## **Consent Agenda:**

1. Approval of Meeting Agenda
2. Vouchers (May, 2018), Minutes (May 21, 2018)

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

## **Agenda Items:**

1. PFD Board Member Term
2. PFD Meeting Attendance
3. Employee Handbook
4. Manager's Report
  1. Past Shows
  2. Future Shows
  3. Sales and Marketing Report
  4. Financial Reports
5. Chelan Fireworks Committee Funding Request
6. Manson Fireworks Committee Funding Request

# Regular PFD Board Meeting Minutes



June 18, 2018

4:00 pm

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

## Board Members Present:

Dustin Christensen (President)  
Frank Kuntz (Vice-President)  
Randy Agnew (Member)  
Marc Straub (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, Jennifer Bushong, Lachlan Ross, Chris Berg - Town Toyota Center Staff. Eric Featherstone – Manson Chamber of Commerce, TJ Harris and Miriam Ryles – TTC Interns.

President Dustin Christensen called the meeting to order at 4:00 pm.

## Consent Items

1. Meeting Agenda for June 18, 2018
2. Vouchers May, 2018
3. Meeting Minutes May 21, 2018

## May 2018 Recap

### Banner Bank - Facility Operating Account

Payroll	Checks 114516-114750	\$103,147.79
Accounts Payable	Checks 13614-13724	\$162,340.40
Accounts Payable	8 Wires/Debits/ACH	\$19,482.80

### Banner Bank - Box Office Account

4 Wires/Debits/ACH	\$63,278.44
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### US Bank - Facility Operating Account

Accounts Payable	4 Wires/Debits/ACH	\$33,130.25
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## Public Comment

No Public Comments.

## Action and Other Items:

1. PFD Board Member Term

Per City of Wenatchee Resolution 2018-23, the City of Wenatchee's representative Frank Kuntz has been renewed for the term set by the PFD but not to exceed the Mayor's term (currently expiring December 31, 2019.) The Board requested that

notifications for expiring terms be send to the entities 3-4 months in advance of the expiration date.

2. PFD Meeting Attendance

A meeting attendance record was created and distributed. Board members will review this issue.

3. Employee Handbook

The updated handbook was sent out for review and distributed at the meeting. Staff indicated that the major changes concerned the new hourly sick leave issue and the change to salary sick leave pay. A social media section has also been added to the handbook.

**Frank Kuntz motioned to approve the updated Employee Handbook as presented. JC Baldwin seconded the motion. Motion passed 6-0.**

4. Manager's Report

Mark introduced Town Toyota Center interns TJ Harris and Miriam Ryles. TJ is at University of Arizona studying graphic design. Miriam is at Western Washington University studying marketing and communications and event planning. Both will be receiving credits for their internship with us.

I. Past Shows

- a. Ray LaMontagne – this was a practice session for their upcoming performance at the Gorge for Sasquatch, May 25-27.
- b. Eastmont High School Graduation – June 8, full house at 4,000 to attend as expected.
- c. Apple Ice Classic June 15-17.

II. Future Shows

- a. Citizenship Ceremony – This will be the largest awards ceremony for Chelan County. It is being coordinated with USCIS and the City of Wenatchee.
- b. Dog Days of Summer – this will be the second year of this fun family summer event.
- c. ZZ Top – will perform on July 29<sup>th</sup>. Sales are currently exceeding expectations.
- d. Revolution Go-Karts – will be returning for the summer. Last year they netted around \$18K. They rent a portion of the parking lot during the summer months.

III. Sales and Marketing Report – Jennifer reported that Lachlan has taken the lead on organizing the Dog Days of Summer event and sponsorships are currently up 30% and are at \$12,500. This is a no entry charge event and vendors will have lots of giveaway items. We received over 33 applications for the Graphics Designer position and will be interviewing 5. Contract and sponsorship renewals are ongoing as are the sales of parking passes and upgrades. The iFiber Rink is undergoing a facelift with new paint and cleaning and some technology improvements. These have been sponsored by Rodda Paint, CW Painting and Microsoft. The next planning/strategy committee meeting for the 10 Year events will be held June 25<sup>th</sup> at noon.

IV. Financial Reports – Shannon noted the progress to date on the state audit. The auditor said she could be wrapping up next week. Staff had reviewed all of last years recommendations to assure the procedures are being followed. She explained that on Page 2 of the financial reports there's in unearned revenue that is attributed to the upcoming ZZ Top concert. Page 3

is a comparison of the Profit & Loss statement for 2017 to 2018. Shannon explained she is working on some balance sheet items and as a result the Balance Sheet is a condensed version of the banks accounts, debt accounts and equity line items.

5. And 6. Frank Kuntz suggested combined discussed for the Chelan and Manson Fireworks Committees Requests for Funding. Frank reiterated that he felt this is a good "give-back" to the smaller communities that support the Town Toyota Center. Kelly noted she felt it was a good way to support the smaller cities who have fewer options. Marc restated his position that he did not feel this is where tax dollars collected by the PFD should be spent.

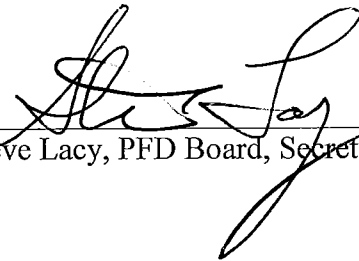
**Frank motioned that the PFD support the Chelan Fireworks and the Manson Fireworks events with \$5,000 to each committee. Randy Agnew seconded the motion. Motion passed 4-2. Yeas – Frank, Randy, JC, Kelly/Nays – Marc, Dustin)**

At 4:45pm, Dustin Christensen called for an Executive Session to discuss negotiations on a public contract, requesting 5 minutes. At 4:50pm, he requested an additional 5 minutes. At 4:55pm, the Executive Session was called to an end. No action was taken.

With no further business, the meeting was adjourned at 4:56 pm.

Respectfully Submitted:

Attest:



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Steve Lacy, PFD Board, Secretary



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Cindy Herdt – Administrative Assistant