

REGULAR PFD BOARD MEETING AGENDA



June 27, 2019

Noon

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

Consent Agenda:

1. Approval of Meeting Agenda
2. Vouchers (May, 2019), Minutes (May 23, 2019)

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

Agenda Items:

1. Kellogg Family Trust Parking Agreement
2. KCDA (King County Director's Association) - Membership
3. Manager's Report
 1. Past Shows
 2. Future Shows
 3. Capital Projects updates
 4. Sales and Marketing Report
 5. Financial Reports

PFD Board Meeting Minutes



June 27, 2019

Noon

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

Board Members Present:

Frank Kuntz (President)
Steve Lacy (Secretary)
Randy Agnew (Member)
Marc Straub (Member)
Kelly Allen (Member)
Shon Smith (Member) (Arrived 12:10pm)

In Attendance: Mark Miller, Town Toyota Center General Manager, Aaron Harvey, Assistant General Manager, Cindy Herdt, Shannon Grill, Jennifer Bushong, Chris Berg - Town Toyota Center Staff. Guest: Pete Fraley, Ogden, Murphy, Wallace, Jim Kellogg, Kellogg Family Trust, Glen DeVries, Planning Manager for City of Wenatchee.

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

Consent Items

1. Meeting Agenda for June 27, 2019
2. Vouchers May, 2019
3. Meeting Minutes May 23, 2019

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

May 2019 Recap

Banner Bank - Facility Operating Account

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|------------------|----------------------|--------------|
| Payroll | Checks 117027-117309 | \$137,663.28 |
| Accounts Payable | Checks 14813-14917 | \$170,091.82 |
| Accounts Payable | EFT/ACH/Wire - 2 | \$4,331.09 |

US Bank - Facility Operating Account

| | |
|------------------|-------------|
| EFT/ACH/Wire - 2 | \$21,065.25 |
|------------------|-------------|

Public Comment

No Public Comments.

Action and Other Items:

1. Kellogg Family Trust Parking Agreement

Mark reported that notice was received from the City of Wenatchee regarding request to terminate the parking lease with the Kellogg Family Trust – commonly referred to as the Shopko parking lot, in order for the new potential Shopko building tenant. Glen DeVries from the City of Wenatchee reviewed the request to relinquish the agreement that the City received. Jim Kellogg with the Kellogg Family Trust read the letter of intent from the potential new tenant and requested release from the parking lease within 30 days in order to move forward with new tenant. Mark discussed a few issues and back history regarding the parking agreement. The shuttle ran guest from there often between 2008-2012. At that time the shuttle location was moved to Pybus Market. Within a half of a year, the

shuttle was completely eliminated due to lack of ridership from that location. Frank noted that Exhibits A and B of the agreement show that portion of the parking lot covered under the agreement and the relationship to the location of the Town Toyota Center. Randy noted that Section II of the agreement outlines steps that need to be taken to relinquish the agreement.

Motion was made by Kelly Allen to relinquish the Kellogg Family Trust Parking Agreement as requested by the City of Wenatchee.

Discussion – Legal Council Pete Fraley indicated the vacating of the lease should be accompanied by two simple documents.

1. A letter from Glen Devries on behalf of the City of Wenatchee indicating that the requirements for parking during peak usage will be satisfied without the Kellogg property.
2. An agreement between the PFD and Kellogg Trust terminating the parking agreement to be recorded with the Chelan County Auditor.

Mark further noted that the agreement with the 6-8 high attendance events parking at Stemilt helps alleviate some parking issues and that Town Toyota Center Guests have shown an unwillingness to use the shuttle service.

Following discussion, the motion presented by Kelly Allen passed 6-0.

2. KCDA (King County Director's Association) – Membership
Mark and Pete Fraley present the purpose of membership with KCDA. KCDA presents an alternative way of procuring high priced items. KCDA does all of the procurement and satisfies the bidding process required for public works projects. Currently we are looking at the purchase of a jumbotron, ribbon boards, scoreboards and the associated computer components to operate those items. Pete noted that the PFD does not generally undertake public works projects and has not retained consultants like architects or engineers for this purpose. Mark noted that other PFDs, including Kennewick, also cooperated with KCDA. The process of becoming KCDA requires a simple one-page interlocal agreement. Projects would also meet our insurance requirements and performance and payment bonds. In general, staff feels this is a unique opportunity to assure proper purchasing procedures are met. Kelly asked if there were variances in the pricing and why we would choose this method. KCDA provides the best price for the items purchased. The process is far more efficient and we are not set-up for public works purchasing at this level. We would eliminate the need to hire engineers, architects, consultants, issue specs, notices, bidding and bid analysis. Pete reiterated that entering into an agreement with KCDA would provide an alternate method to our current PFD Resolution for public works purchasing procedures. Randy asked "why now"? After just over ten years of operations, this is the first high price purchase we have needed to make. Shon asked about obligation to KCDA. There is no obligation, no memberships fees, etc.

**Steve Lacy motioned to authorize the General Manager to sign interlocal agreement with KCDA for engaging in bidding process on the equipment discussed with a project limit not to exceed \$685,000. Shon seconded the motion.
Motion passed 6-0.**

3. Manager's Report
 1. Past Shows
 - a. Skyhawks May 25th, June 8th
 - b. Maker's Fair, June 1, 2019. Will net approx. \$6K.
 - c. Eastmont High School Graduation – June 7, 2019, 4,200 attended, net \$5K
 - d. Blue Dog RV Show – June 19-23, 2019, Parking lot rental, net \$9K
 2. Future Shows
 - a. Skyhawks, June 28th
 - b. Dog Days of Summer, June 29, 2019

- c. Christian Nodal, July 13, 2019
 - d. National Showcase, July 31 – August 4, 2019
 - e. Jaripeo, August 10, 2019
 - f. Weird Al, August 13, 2019, ticket sales are currently at break even.
 - g. Town Toyota Center – Business After Hours Event, August 15th
 - h. NCW Quilt Show, August 16-17, 2019
 - i. Wenatchee World Wine Awards, August 24, 2019
 - j. REO Speedwagon/Great White, August 27, 2019
3. Capital Projects updates
- a. Chelan County PUD Projects – Round 2 of LED lighting project is close to completion. All community rink ice is out for the condenser material.
 - b. Jumbotron, Ribbon Boards, Scoreboard and related computers & software
4. Sales and Marketing Report
- Jennifer reported on last months' sales and marketing activities. Key activities include upgrading our website, student Emma Carlson is assisting with some projects, some marketing surveys are out and a Beyond Creations highlight reel is in the works.
5. Financial Reports
- Shannon presented her financial reports. Starting with the sales tax activities, Frank reported that the month of June numbers will be up substantially. Shannon noted COGS is at 30% for the month and food costs are improving. Shannon reported that the new accounting software has been in use for one month and so far payroll, APs, invoicing and reports are going well. Based on the way payroll will be processed, we will no longer need to do a monthly aje for event labor. The WA State Auditors finished their on-site work today. They have indicated there will be no finding and no management letter. They have a couple suggestions that we will review at the exit meeting.

Other discussions: We were asked if we would participate in the Founder's Day Parade, Kelly asked about the 4th of July marketing. Mark shared that F&B was very busy with CMI catering and lunches.


With no further business, the meeting was adjourned at 12:57 pm.

Respectfully Submitted:

Attest:



Kelly Allen, PFD Board, Secretary



Cindy Herdt – Administrative Assistant