

REGULAR PFD BOARD MEETING AGENDA



June 25, 2020, Noon

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

Join Zoom Meeting

<https://us02web.zoom.us/j/88996533627?pwd=WkRhQlZPN2d6MjdHWGtqTTVNZ3ozUT09>

Meeting ID: 889 9653 3627

Password: 884868

One tap mobile

+12532158782,,88996533627#,,,0#,,884868# US (Tacoma)

+16699009128,,88996533627#,,,0#,,884868# US (San Jose)

Consent Agenda:

1. Approval of Meeting Agenda
2. Vouchers (February, 2020, March 2020, April 2020, May, 2020), Minutes (February 27, 2020, March 26, 2020, April 23, 2020, May 28, 2020)

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

Agenda Items:

1. **2019 Year End Financial Statements**
2. **Requests for Fireworks Sponsorship**
3. **Write off of AR/Bad Debts - 2019**
4. **Manager's Report**
 1. Insurance - Enduris
 2. County Extension
 3. Cash flow
 4. Estimated Rev Losses - Arena, Events & COI
 5. Overhead Expenses Savings
 6. Events – Currently scheduled
 7. Activities to Maintain Sponsors
 8. Rink open in Phase 2
 9. Re-Open Arena
 10. Incubus – Concert Scheduled in August, 2021

PFD Board Regular Meeting Minutes



June 25, 2020

Noon

Location: Town Toyota Center
ZOOM Conference Meeting
MeetingID:8899653
Password: 884868
1300 Walla Walla Ave.
Wenatchee, WA 98801

Board Members Present:

- Frank Kuntz (President)
- JC Baldwin (Member)
- Shon Smith (Member)
- Randy Agnew (Member)
- Jerrilea Crawford (Member)

In Attendance: Mark Miller, Town Toyota Center General Manager, Aaron Harvey, Cindy Herdt, Jennifer Bushong, Chanet Stevenson, Chris Berg - Town Toyota Center Staff. Guest: Tricia McCullough, Star Montgomery - August Edge, Eric Featherstone – Manson Fireworks Committee

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 June 25, 2020
2. Vouchers May, 2020.
3. Meeting Minutes May 28, 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.

May 2020 Recap

Banner Bank - Box Office Account		
	Transfer	-12,000.00
US Bank - Facility Operating Account		
	EFT/ACH/Wire - 13	-50,296.40
Banner Bank - Facility Operating 711 (New)		
Accounts Payable	17087-17110	-39,262.20
Payroll	17111-17125	-18,592.46
Accounts Payable	17126-17135	-22,367.78
Payroll	20562-20587	-41,071.93
	EFT/ACH/Wire - 1	-1,213.63
Remove all Bank Funds to Deposit		
	EFT/ACH/Wire - 1	-15,020.00
		<hr/>
		-199,824.40
		<hr/> <hr/>

Public Comment

No Public Comments.

Action and Other Items:

1. 2019 Year End Financial Statements

Sean Patton with Cordell, Neher & Company presented the 2019 Year End Financial Statements to the board. He noted that the statement regarding COVID-19 has been included as required. The overall net of the year is at \$59K, including non-operating activities. The net change in cash position is \$400K. The report includes all standard and required notes, and the change from in-house finance director to the outsourced accounting. Frank asked about the sales tax revenues on Page 5 and commented that it was double the amount of the debt service payment. The COVID-19 situation will have a tremendous negative effect on the sales tax revenues we will receive in September. We had been on track to be at \$2M. The state audit is currently slated to start mid-July.

Motion was made by Randy Agnew and seconded by JC Baldwin to accept the Year End Financial Statement as compiled and presented by Cordell, Neher & Company. Motion Passed 5-0.

2. Requests for Fireworks Sponsorship

Eric Featherstone with the Manson Fireworks Committee presented their request for funds to sponsor the Manson Fireworks Fourth of July Show. He said they have raised \$17,500 of their \$28K goal. The shows' total cost is \$32K and the City of Chelan sponsors the balance. The City of Chelan will not have a fireworks show this year. Support for this comes from the PFD Reserves, not the arenas operating funds. The Manson Fireworks Committee is requesting \$5K.

Randy Agnew motioned and Jerrilea Crawford seconded a motion to sponsor the Manson Fireworks Fourth of July event for \$5K. Motion passed 5-0.

3. Write off of AR/Bad Debts – 2019

The Bad Debts suggested during the 2019 Year End Financial Statements total \$3,082.56 was reviewed and staff recommends writing off \$1,195.58 of those and continue attempts to collect the rest.

Shon Smith motioned and JC Baldwin seconded a motion to write off the bad debts as recommended by staff. Motion passed 5-0.

4. Manager's Report

1. Insurance – Enduris

Enduris still maintains that the Business Interruptions claims will be divided by all PFDs that hold the coverage. Staff suggests we do not push this with legal assistance on our own but will continue to follow with the other PFDs.

2. County Extension

The counties have extended the agreement through the month of October. We are still discussing possible coverage for SWV use of the facility.

3. Cash flow

Staff originally requested funds transfers from the Reserve Account up to \$400K in total. Requests would be in \$100K increments as needed. So far only one transfer has been made. Assuming the BCHL start date of November 1, 2020 we could

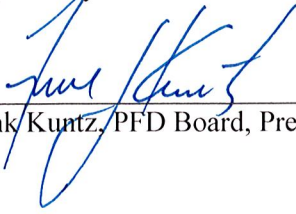
commence selling suites and loges and considering that 5 staff employees have been further cut from 20% to 40% and 3 staff are now 100% furloughed, we will still need the second \$100K reserve funds transfer. Frank noted he was okay with the funds transfer at this time and will further discuss the cash flow concerns depending on how the BCHL schedules progress.

Jerrilea Crawford motioned and JC Baldwin seconded a motion to approve a transfer from the Reserve Funds to the Operating Account in the amount of \$100K. Motion passed 5-0.

4. Estimated Rev Losses - Arena, Events & COI
Worksheet available and reviewed show that current estimates show an operating loss of \$1.1M for the arena.
5. Overhead Expenses Savings
Worksheets available and reviewed show that expenses have been reduced by \$600-\$700K.
6. Events – Currently scheduled
The Wine Awards, Hell on Hooves, the Town Toyota Christmas event, eight Wild home games in November and December and the Regional Figure Skating Competition (rescheduled to November) are still on the calendars but all are subject to change depending on the states' re-opening plan for Chelan County.
7. Activities to Maintain Sponsors
Activities being undertaken to maintain and provide value for our sponsors were covered under Jennifer's Sales and Marketing presentation. Other activities include:
 - Salute to 2020 Seniors
 - Rotary event with the District Governor
 - Dads' Day Sampler promotion
 - The Enrichment Fund currently has \$23K available
 - Input on the WVCC March-June economic Impact
 - Possible Drive-in movie event.
8. Rink open in Phase 2
The iFiber Rink most likely will be the first area of re-opening once the state hits Phase 2. It may look different in terms of operations but "it's what we do" and the belief is firm that the rink needs to open as soon as allowable. We would need to rent ice for 5 hours per day at \$190 per hour to break even. Before it becomes reality, we will need to review all opening requirements and make sure all necessary elements are in place.
9. Re-Open Arena
Staff is requesting board assistance to work with the Chelan Douglas Health District to help understand what steps need to happen. We are in a very difficult position and unable to determine what direction to take without guidance from the Health Department.
10. Incubus – Concert Scheduled in August, 2021
Event is scheduled is fairly far out on the horizon and subject to change.
11. Financial Statements
Tricia presented the financial statements to the board. The numbers are unfortunately very bleak and show a drop in the sales tax revenues of 6% for the year so far and a 24% drop in the month of May. May had a budgeted loss of \$83K and we lost \$65K as presented.

With no further business, the meeting was adjourned at 12:48 pm.

Respectfully Submitted:



Frank Kuntz, PFD Board, President

Attest:



Cindy Herdt – Administrative Assistant