

REGULAR PFD BOARD MEETING AGENDA

March 25, 2021, Noon



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

Zoom Meeting

<https://us02web.zoom.us/j/81754292265?pwd=QTc1ZU1oM0hSMmRLckpyMlh6MWRLUT09>

Meeting ID: 817 5429 2265

Passcode: 199383

Consent Agenda:

1. Approval of Meeting Agenda
2. Vouchers (February, 2021)
3. Minutes (February 25, 2021)

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

Agenda Items:

1. Manager's Report, March, 2021
 1. Staple Food Program
 2. Vaccination Program
 3. iFiber Rink – Phase 2
 4. Sales and Marketing Report
 5. Financial Report & Cash Flow
 6. Stimulus
 7. Staffing
 8. Potential Future Shows
2. Request to transfer Funds for Capital Project

PFD Board Regular 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)
 Shon Smith (Member)
 Jerrilea Crawford (Member)
 Tim Hollingsworth (Member)
 Marc Straub (Member)
 Randy Agnew (Member)

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

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 March 25, 2021
2. Vouchers February, 2021
3. Meeting Minutes February 25, 2021

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 6-0.

February, 2021 Recap

US Bank - Facility Operating Account

EFT/ACH/Wire-3	-9,459.28
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Banner Bank - Facility Operating 711 (New)

Accounts Payable	17499-17550	-68,993.09
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Payroll	20828-20860	-33,119.81
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EFT/ACH/Wire - 1	-1,183.22
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Banner Bank - Facility Operating

No Activity

Total		(\$112,755.40)
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Public Comment

No Public Comments

Action and Other Items:

1. Manager's Report
 1. Staple Food Program

We are still delivering Staple Food Boxes. The demand/referrals are still lower than during the winter.
 2. Vaccination Program

The current estimation for the program is through June. This is only an estimated timeframe. Eligibility will be opening up to a larger group next week. We are still offering just the Pfizer vaccine but may be able to get some one-dose J&J doses later. WE are still using the Walla Walla Point Park for routing traffic lines. Effective Monday, March 29, 2021, we have been asked to supply labor workers for the program. We will bring back current employees who are interested and hire to fill the remaining positions. Food and Beverage revenue brings in approximately \$55K per month. Our Food & Beverage department did have some recent positive COVID cases and will be closed for the required time period. All food services during this time will be through a third-party supplier. Three additional management staff members will also isolate/quarantine during this time period. Congresswoman Dr. Kim Schrier will be visiting the center and the mass vaccination site on April 1, 2021.
 3. iFiber Rink – Phase 2

iFiber naming rights are expiring soon. The tentative plan is to open the rink for public skating on April 9th. One user group has asked for the use of locker room but that is currently not allowed under COVID guidelines.
 4. Sales & Marketing Report

We currently have a verbal agreement for the naming rights on the community rink. A formal announcement is due to be released soon. New in-ice logos will be put in when available. All social media and website notices will be updated.
 5. Financial Report & Cash Flow

Tricia noted that the sales tax revenues remain strong and is up 14% for the first two reporting months. Frank Kuntz said that January was up 15% for the city. The rink usage is good at this time. Food revenues are exceeding the budget. The fir rent for the vaccination program was \$9K. Cash Flow is expected to be positive for the month of March and we may not need to request a transfer until the month of July. We may need approx. \$75K at that time. The reserve account is at around \$1.8M right now.
 6. Stimulus

The Small Business Administration will have a webinar on March 30, 2021 to review eligibility and the application process for the SVOGs. We will attend the webinar. The applications process open April 8, 2021. Working Washington Grants Round 4 will be open for applications soon as well and we will submit. There has not been much updating from Enduris regarding a potential claim for business interruption.
 7. Staffing

Other similar arenas are reporting their labor pools are diminished by two thirds. Many are finding it necessary to counter with increased hourly pay rates. Masks are expected to be a continuing major issue at re-opening stages. It is expected it will take a minimum of three months to gear up for re-opening in order to operate safely for staff and guests. A 25% maximum capacity upon re-opening to the public will not work for

Town Toyota Center events. Shon Smith asked how “proof of vaccination” will play into events and Mark Miller said that that issue is artist-driven and there is not industry standard at this time.

8. Potential Future Shows

Spokane has cancelled their football season. Ours is still undetermined. We have a potential outdoor rodeo in July and the Wenatchee Wild are still tentative for September season start.

Other discussion: We are in the process of becoming GBAC certified. This is the Gold Star certification of compliance for the entertainment industry going forward.

2. Request to transfer funds for Capital Project

Staff previously reported to the board that one of the capital projects would be some replacement computers. This was approved during the budgeting process. Those have been ordered and are currently being programmed by Firefly. At this time, we request a transfer of \$17K to cover the purchase and installation of these computers.

Frank Kuntz motion to approve to transfer \$17K to cover the cost of the computers purchased. Jerrilea Crawford seconded the motion.

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