

# PFD BOARD SPECIAL MEETING AGENDA

November 21, 2022, Noon

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



## Consent Agenda:

1. Approval of Meeting Agenda
2. Vouchers (October, 2022)
3. Minutes (October 27, 2022)

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

## Agenda Items:

1. Regional Port Aquatics Center/Sports Complex Feasibility Study
2. Manager's Report – November, 2022
  - a. Sales & Marketing Report
  - b. Shows/Events
    - i. Oktoberfest
    - ii. Wenatchee Wild
    - iii. Basketball League
    - iv. Brett Young
    - v. Paw Patrol
  - c. Financial Statements
3. LGIP Account and Transfers - Recommendations
4. Capital Projects Update
5. Sales Tax Report – Submitted by Cordell, Neher & Co., PLLC

# PFD Board Special Meeting Minutes



November 21, 2022, Noon

Town Toyota Center  
1300 Walla Walla Ave.  
Wenatchee, WA 98801

Board Members Present:  
Frank Kuntz (President)  
JC Baldwin (Vice-President)  
Randy Agnew (Member)  
Shon Smith (Member)

**In Attendance:** Mark Miller, Town Toyota Center General Manager, Dave Mann, Cindy Herdt, Lindsay Rey - Town Toyota Center Staff. Guest: Tricia McCullough – August Edge.

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

## Consent Items

1. Meeting Agenda for November 21, 2022
2. Vouchers October, 2022
3. Meeting Minutes October 27, 2022

**Motion was made and seconded to approve the agenda consent items. Motion Passed 4-0.**

October, 2022 Recap

US Bank - Facility Operating Account		
	EFT/ACH/Wire-4	-44,678.68
Banner Bank - Facility Operating 711 (New)		
Accounts Payable	19087-19167	-255,477.36
Payroll	23482-23525, 23384-23389, 23526-23615	-100,044.88
	EFT/ACH/Wire - 5 Transactions	-6,201.11
Banner Bank - Box Office Account		
	EFT/ACH/Wire-4	-800.00
Banner Bank - Facility Operating 9616		
	EFT/ACH/Wire-1	-7,345.00
Total		-\$414,547.03

## Public Comment

No Public Comments

## **Action and Other Items:**

Mark introduced our new Accounting Administrator Dave Mann.

The Board briefly discussed Board Member Shon Smith's eligibility to serve once he takes oath of office with the Chelan County Commissioners.

### **1. Regional Port Aquatics Center/Sports Complex Feasibility Study**

There are ongoing discussions with various local agencies to build a regional aquatics center. The center would possibly be overseen by a new PFD and is likely to be located in Douglas County. The current request revolves around funding for a feasibility study and entities such as ours who receive regional sales tax proceeds are being asked to assist in the funding of the study. Town Toyota Center receives .1% and .033% regional sales taxes. An aquatics center would have a positive economic impact on the area.

**Motion was made by Frank Kuntz to fund up to \$100,000 for the regional aquatics center feasibility study conditioned upon a like match from both Chelan County and Douglas County.  
JC Baldwin seconded the motion. Motion passed 4-0.**

### **2. Manager's Report – November, 2022**

#### **a. Sales & Marketing Report**

Lindsay Rey reported that two loge seats have sold and two are pending. Irrigation Technology & Controls have been welcomed as a new suite owner. Lindsay has three open suites available. She noted that event attendance in both the suites and loge seats is up. Town Toyota Center hosted the Wenatchee Chamber's Back of House for the month of November last Thursday and over 150 people attended. The Wenatchee Wild team made an appearance and the F&B department received numerous compliments on food.

#### **b. Shows/Events**

Mark initiated a short discussion on how things are going with Ticketmaster/Live Nations. Their fees are far too high for our population and artist. Also, last weekend the center hosted the Hot Autumn Ice tournament. Former Town Toyota Center employee Michelle Hastings organized the 32-team tournament. It will generate approximately \$10K in ice rental fees. Confluence Health held their Confluence Cheer event here on October 28 with around 1,000 employees attending. Confluence Cheer was a catered rental. The NCESD sponsored the NW CS Fair which saw 800-1,000 regional area high school kids attend. The NW CS Fair was a straight rental with some concessions food sales. Stemilt will not be holding their Christmas dinner this year but Town Auto will on December 3. In addition, new suite holder Irrigation Technology and Control will hold an employee Christmas event here. There is no special Christmas event this year. The High School Basketball will be back next year and the NW Hort Show will be here December 5-6. Mark noted that our Learn to Skate Program has resumed and the first session with our new Skating Director saw one of the largest participating

groups. The CDHD is still in the parking lot for COVID activities but that will mostly likely end at the end of November.

i. Oktoberfest

Projekt Bayern has settle up on this three-weekend event and paid about \$131,000 in rental fees. This event has been booked for 2023.

ii. Wenatchee Wild

The Wenatchee Wild attendance for the first five home games averaged 1,600 which is just slightly over the previous season.

iii. Basketball League

The Wenatchee Bighorns are still negotiating. They are looking for 12 home games. Their league is stable with 50 teams. The Bighorns are a new team in the league. Their contract will include the \$10K upfront that will be applied to rent portion of the game settlements until used. Their season is a spring league running from March through June. In addition, the Wenatchee Skyhawks plan to return next year.

iv. Brett Young

Brett Young will be a PFD produced country concert. Break even sits at around 2,300 sold tickets. This concert is scheduled for Friday, May 12, 2023.

v. Paw Patrol

Paw Patrol will put on two performances and is scheduled for March 20-21, 2023.

c. Financial Statements

Tricia McCullough presented the financial statements covering activities during the month of October. Events included two Wild games, three weekends of Oktoberfest and Confluence Cheer. It's still a moot point to compare to prior year as so much of the prior year was COVID based activities.

### 3. LGIP Account and Transfers – Recommendations

Cindy Herdt updated the Board on the status of the LGIP account. Our primary account is active and the request for the bond account has been approved. Both accounts are ready to receive transactions. Based on lasts months' Board discussion, \$6,000,000 which represents the Capital account has been transferred to the LGIP Primary Account. The Bond Debt Reserve balance of \$3,165,532.72 has been transferred to the LGIP Bond Account. Today's meeting focused on transferring addition funds to the LGIP Primary Account from the SVOG Account 0518, the M&O Reserve Account 5011 and the .1% Sales Tax Accounts at Banner Bank. A handout outlining all of our accounts with a brief description was provided to board members.

**Frank Kuntz motioned to allow finance staff to transfer funds as recommended provided enough funds are on hand for current operations and current on-going capital projects. Randy Agnew seconded the motion. Motion passed 4-0.**

### 4. Capital Projects Update

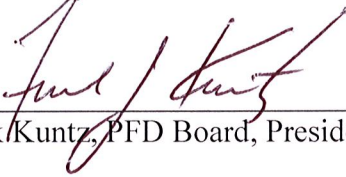
Mark reviewed current capital projects. Many are ongoing or in the completion phase. Major projects include WiFi upgrades, replacing the rink heaters, installing the rubber matting/flooring, interior painting, HVAC upgrades, Chiller motors, Ventless fryer for F&B, Community Rink roof repair. We will be working on quotes for replacement of all of the remaining main arena glass (updating to plexiglass). Any project that qualifies will be capitalized. Others will be expensed. In addition, a few pieces of F&B equipment are failing and need to be reviewed for repair or replacement.

**5. Sales Tax Report – Submitted by Cordell, Neher & Co., PLLC**

The monthly sales tax accounts were provided by Cordell, Neher.

With no further business, the meeting was adjourned at 12:45 pm.

Respectfully Submitted:



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Frank Kuntz, PFD Board, President

Attest:

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Cindy Herdt – Administrative Assistant