

REGULAR PFD BOARD MEETING AGENDA



October 22, 2020, Noon

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

Join Zoom Meeting

<https://us02web.zoom.us/j/83683551366?pwd=c0pjMnB6bWttU1Q1YUpIL0FwWGE2QT09>

Meeting ID: 836 8355 1366

Passcode: 374717

One tap mobile

+12532158782,,83683551366#,,,,,,0#,,374717# US (Tacoma)

Consent Agenda:

1. Approval of Meeting Agenda
2. Vouchers (September, 2020)
3. Minutes (September 24, 2020)

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

Agenda Items:

1. Manager's Report
 1. Food & Beverage
 2. Re-Open Procedure/Plan
 3. Serve Wenatchee/County Hospitality
 4. BCHL
 5. Sale & Marketing
 6. Financial Report

PFD Board Regular Meeting Minutes



October 22, 2020, Noon
 Location: Town Toyota Center
 ZOOM Conference Meeting
 Meeting ID: 836 8355 1366
 Passcode: 374717
 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)
 Marc Straub (Member)

In Attendance: Mark Miller, Town Toyota Center General Manager, Aaron Harvey, Cindy Herdt, Jennifer Bushong, Katie Atkinson - Town Toyota Center Staff. Guest: Tricia McCullough, Star Montgomery - August Edge

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 October 22, 2020
2. Vouchers September, 2020
3. Meeting Minutes September 24, 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 6-0.

September 2020 Recap

US Bank - Facility Operating Account		
	EFT/ACH/Wire - 3	-11,769.21
Banner Bank - Facility Operating 711 (New)		
Accounts Payable	17309-17341	-62,394.91
Payroll	20669-20696	-29,622.43
	EFT/ACH/Wire - 3	-5,272.05
Banner Bank - Facility Operating		
	No Activity	
Total		\$ (109,058.60)

Public Comment

No Public Comments

Action and Other Items:

MANAGER'S REPORT

1. Food & Beverage
The Food and Beverage Department has done a few private caterings and continues to focus on community food projects.
2. Re-Open Procedure/Plan
The iFiber Rink is open into the fourth week now. Based on usage and current demand there is no plan at this time to open the main arena ice.
3. Serve Wenatchee/County Hospitality
The Food and Beverage Department has continued fulfillment of this project. Staple Food Boxes and meals to the hotel are coordinated with Serve Wenatchee Valley. There are funds available for these two programs through December 31, 2020.
4. BCHL
Numerous scenarios for the Wenatchee Wild 20-20 season are being considered including zero or limited capacities, border status issues, county phase, contract adjustment, WHL play or potential home exhibition games with no spectators.
5. Sale & Marketing
The Sales and Marketing staff continue to maintain contacts with key accounts. We should know in the near future whether or not we will be able to maintain some or not. While they continued maintenance of the relationships is important, we are not invoicing or renewing any sponsorships at this time. Our position is it is better not to create any potential liabilities we may need to refund in the future. Each contract varies as does the request of the client so they are being reviewed on a case by case basis.
6. Financial Report
Tricia McCullough with August Edge presented the financial activity for the prior month. It was noted that the County Hospitality has been crucial along with the deep expense cuts that have been made. Mark reminded the board that arenas such as ours are never major profit centers but have primary focus on entertainment, quality of life and economic impact. Nevertheless, staff is diligent about insuring any loss is as minimal as possible. Mark noted the 2021 Proposed Budget will be presented at the November PFD Board Meeting. Using the 2020 Budget as the base, we predict no revenues in the months of January and February and then a percentage increase for the remainder of the months. Estimate at this time is a loss for the year of at least \$800,000.

Other Discussions:

1. All salaried staff remains working on 20, 40 and 100% reductions. The arena is not eligible for CARES PPP funds.
2. Activities – we've held parking lot drive-in movies, drive through Trick or Treat. Special Olympics for 2021 has officially cancelled and currently there are no annual trade shows being planned. Indoor football seems to be moving forward but that may change as well. The potential May and August concerts are on hold.
3. Will be working with GBAC on building certification. They will be the public building standard in the future. The program may cost between \$40-50K.
4. The 2019 Financial Audit is complete and the Accountability Audit will be starting soon.
5. Based on plan benefits and renewal rates, we will be switching plan carriers from Asuris Northwest Health and Delta Dental to Premera Health (includes dental coverage).
6. November and December PFD meeting dates were discussed. November will be rescheduled to November 30, 2020 due to Thanksgiving and December will be rescheduled to December 28, 2020 due to Christmas. The idea of in-person PFD board meetings was discussed and it was agreed that November and December meetings could be held in-person with board members and presenters only attending as only 10 can be present. Status could change based on future additional state restrictions. Meetings would still be open publicly via ZOOM.
7. Frank mentioned that city sales tax revenues were up slightly for the month of August.

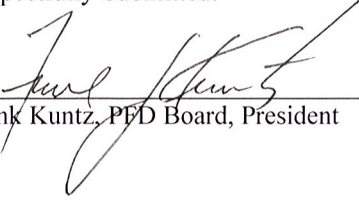
Frank asked about the sales tax revenues and it was reported that there is \$1.28M in the reserve account. Mark noted that minimal capital projects are asked for until the arena operations stabilize. Frank suggested \$500,000 be moved to the reserve account.

Marc Straub motioned and Jerrilea Crawford seconded the motion to move \$500,000 of the sales tax monies to the reserve account. Motion passed 6-0.

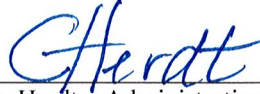
With no further business, the meeting was adjourned at 12:39 pm.

Respectfully Submitted:

Attest:



Frank Kuntz, PPD Board, President



Cindy Herdt – Administrative Assistant