

REGULAR PFD BOARD MEETING AGENDA

October 28, 2021, Noon



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

Consent Agenda:

1. Approval of Meeting Agenda
2. Vouchers (September, 2021)
3. Minutes (September 23, 2021)

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

Agenda Items:

1. **Manager's Report**
 1. Masks/Vaccine Mandates
 2. Enduris Insurance Claim
 3. Future Events
 4. Wenatchee Wild Status
 5. Staffing
 6. Sales Report/Refunds
 7. Financial Reports/Audit
3. **Bond Refunding**
 - **Policy Regarding Sources and Uses of Funds; Creation of Accounts.**
4. **PFD Resolution 2021-03 Updating checking and transfer authority.**
5. **PFD Board Member Term Expirations/Renewals**
6. **State Audit – Amendment to May 25, 2021 Engagement Letter**

PFD Board Regular Meeting Minutes



October 28, 2021, Noon
Town Toyota Center
1300 Walla Walla Ave.
Wenatchee, WA 98801

Board Members Present:
Frank Kuntz (President)
Jerrilea Crawford (Member)
JC Baldwin (Member)
Tim Hollingsworth (Member)
Randy Agnew (Member)
Marc Straub (Member)
Shon Smith (Member)

In Attendance: Mark Miller, Town Toyota Center General Manager, Aaron Harvey, Cindy Herdt, Katie Atkinson, Chris Berg, Brian Bolz, Alexis Blessing - Town Toyota Center Staff Guest: Tricia McCoullough – August Edge, Jennifer Bushong, JBe Marketing

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

Consent Items

1. Meeting Agenda for October 28, 2021
2. Vouchers September, 2021
3. Meeting Minutes September 23, 2021

Motion was made and seconded to approve the agenda consent items with the addition of an Executive Session added to today’s meeting agenda. Motion Passed 7-0.

September, 2021 Recap

US Bank - Facility Operating Account

EFT/ACH/Wire-3 27,001.57

Banner Bank - Facility Operating 711 (New)

Accounts Payable

17939-18026 424,711.00

Payroll

21362-21454 78,044.84

EFT/ACH/Wire - 6 80,274.43

Banner Bank - Box Office

EFT/ACH/Wire - 6 342079.11

Public Comment

No Public Comments

Action and Other Items:

Mark reported that Garret Boggs has been hired as the new Building Technician. Garret was unable to attend today’s meeting. Alexis Blessing was also introduced to the board. Ms. Blessing is the new Weinstein Beverage Community Rink Manager.

1. **Manager's Report**

1. Masks/Vaccine Mandates

WA States' new vaccination card or negative testing mandate goes into effect on November 15, 2021. The August 23, 2021 mask mandate has not changed and is not affected by the new mandate. We expect to lose 10% of loge, suite, season ticket holders. Once in effect, we will have Lifeline on-site to conduct testing of employees who cannot provide proof of vaccination. The new mandate will affect our events and Wild games with 1,000+ attendance. The Community Rink will not be affected. In regards to the vaccination card mandate, the Town Toyota Center staff will defer at all times to security regarding complaints from guests. We will put up additional signage and the entry points. ID cards matching to the vaccination card will not be required or asked for and we will institute a multi-staged entry system. Showing proof of vaccination cards or negative test results will be done prior to guests entering the building and scanning of tickets will be inside the doors as usual.

2. Enduris Insurance Claim

Enduris – our liability insurance provider has been working with the underwriter who provides coverage for Interrupted Business on our policy. With very little recent communications, a check for our shared portion arrived via mail yesterday in the amount of \$24,406.50.

3. Future Events

The Wenatchee World Wine Awards event is scheduled for Saturday, November 6, 2021. The tickets are pre-sold and limited to 400. The Wenatchee Wild's first home game of the season is November 11, 2021. Holiday Dreams is December 15, 2021 and tickets are on sale. October Fest is still working on their plans but are tentative for using the full Town Toyota Center site, not including the Community Rink.

4. Wenatchee Wild Status

The Wenatchee Wild's first home game of the season is November 11, 2021.

5. Staffing

As previously reported, we have filled the Community Rink Manager and the Building Technician positions. We are still very short of hourly staff for events and we are also considering for possible volunteer/organizations for at least one of the concessions stands.

6. Sales Report/Refunds

Katie reported the status of suites and loge holders are going in light of the mask/vaccine/testing mandates. We have more opting to not renewing and limited replacements. Loge suites have more interest as there has always been a waiting list for those. Holiday Dreams is selling well upstairs and groups are being offered a \$10 discount. Jennifer reported on how her marketing plans are going for Wild and Holiday Dreams.

7. Financial Reports/Audit

The State Audit is still ongoing. The auditors have brought up concerns regarding the Town Toyota Center doing catering services and will be looking in

to that. Tricia McCullough with August Edge provided an overview of the financial statements.

7. **Bond Refunding**

• **Policy Regarding Sources and Uses of Funds; Creation of Accounts.**

Following up from the bond refunding we need to update the bank account use/police especially in light of the new accounts and how the sales tax monies will now flow from the state and City of Wenatchee.

Jerrilea Crawford motioned and JC Baldwin seconded a motion to accept the Sources and Uses of Funds Policy.

Motion passed 7-0.

8. **PFD Resolution 2021-03 Updating checking and transfer authority.**

Resolution 221-03 will allow the Administrative Assistant to transfer the sales tax remittances to the proper designated accounts.

Jerrilea Crawford motioned and Randy Agnew seconded a motion to approve Resolution 2021-03 allowing the Administrative Assistant to transfer funds. Motion passed 7-0

9. **PFD Board Member Term Expirations/Renewals**

Douglas County has renewed March Straub as their representative. Chelan County is still working on their position.

10. **State Audit – Amendment to May 25, 2021 Engagement Letter**

The 2020 State Audit is taking more time that allowed for in the original engagement letter. They auditor's office has discussed this with us and forwarded an amended engagement letter.

Marc Straub motioned and Shon Smith seconded a motion to accept the amended engagement letter from the State Auditor's Office.

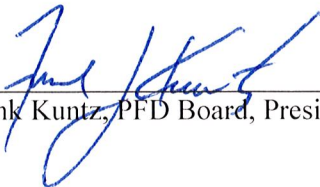
Motion passed 7-0.

Note: November's meeting will be Monday, November 29, 2021. December's meeting will be Monday, December 20, 2021. Both meetings will be at noon in the Crunch Pak Room.

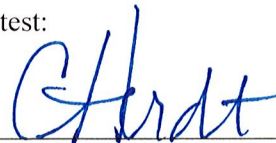
With no further business, the meeting was adjourned at 1:05 pm.

Respectfully Submitted:

Attest:



Frank Kuntz, PFD Board, President



Cindy Herdt – Administrative Assistant