

REGULAR PFD BOARD MEETING AGENDA



September 17, 2018
4:00 PM

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

Consent Agenda:

1. Approval of Meeting Agenda
2. Vouchers (July, 2018, August, 2018), Minutes (July 16, 2018, No August 20, 2018 Meeting)

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

Agenda Items:

1. 2017 State Audit – Tamara Dezellem, Cordell, Neher & Assoc.
2. Manager's Report
 1. Past Shows
 2. Future Shows
 3. Wenatchee Wild
 4. Capital Projects
 5. 10 Year Celebration - Jennifer
 6. Sales and Marketing Report
 7. Town Toyota Naming Rights Renewal
 8. Bond Payment
 9. Financial Reports

Regular PFD Board Meeting Minutes



September 17, 2018
 4:00 pm
 Location: Town Toyota Center
 Crunch Pak Room
 1300 Walla Walla Ave.
 Wenatchee, WA 98801

Board Members Present:
 Frank Kuntz (Vice-President)
 Randy Agnew (Member) (Arrived late)
 Marc Straub (Member)
 JC Baldwin (Member)
 Kelly Allen (Member)

In Attendance: Mark Miller, Town Toyota Center General Manager, Aaron Harvey, Town Toyota Center Assistant General Manager, Cindy Herdt, Jennifer Bushong, Shannon Grill, Chanet Stevenson - Town Toyota Center Staff. Tamara Dezelle - Cordell, Neher & Co., PLLC,

Vice-President Frank Kuntz called the meeting to order at 4:00 pm.

Consent Items

1. Meeting Agenda for September 17, 2018
2. Vouchers July, 2018 and August, 2018
3. Meeting Minutes July 16, 2018 (no Meeting in August, 2018)

Frank Kuntz moved to approve the consent items as listed. Motion Passed 4-0.

July 2018 Recap

Banner Bank - Facility Operating Account		
Payroll	Checks 114929-115024	-64,914.46
Accounts Payable	Checks 13795-13888	-192,352.72
Accounts Payable	EFT/ACH/CC - 6	-24045.49
Banner Bank - Box Office Account		
No Activity		
US Bank - Box Office Account		
No Activity		
US Bank - Facility Operating Account		
	5 Wires/Debits/ACH	-48,366.20
	Checks 106018-106120	-150000.00

August 2018 Recap

Banner Bank - Facility Operating Account		
Payroll	Checks 115028-115176	-75,064.09
Accounts Payable	Checks 13889-14020	-168,049.65
Accounts Payable	EFT/ACH/CC - 7	\$ (23,033.22)
Banner Bank - Box Office		

Account		
	1 Wires/Debits/ACH	-130.08
US Bank - Box Office Account		
	No Activity	
US Bank - Facility Operating Account		
	Wires/Debits/ACH	-18,900.14

Public Comment

No Public Comments.

Action and Other Items:

1. 2017 State Audit

Tamara Dezelle with Cordell, Neher reported the final outcome of the 2017 State Audit for the Board. The Audit Exit Meeting was held last week. The State performed both the Financial and Accountability Audits. There are no findings in the audit. All prior year recommendations are all cleared. The reports indicated Management should annually review capital assets and remaining estimates useful life. Town Toyota Center will review this each January. Frank Kuntz noted that depreciation is normally tax-driven and this will be considered a change in estimate. It was also recommended that we review "Related Party Transactions". This will be an agenda item on the January board meeting agenda annually. In general, it was a very clean audit.

2. Manager's Report

1. Past Shows

- a. ZZ Top, July 29, 2018. Financially successful show.
- b. Revolution Go-Karts netted approximately \$18,000 this summer.
- c. NCW Quilt Show – 10th Edition – August 17-18, 2018
- d. Wine Awards, August 25, 2018. This year's event should net approximately \$11,500.

2. Future Shows

- a. Jurassic Quest, September 28-30, 2018, this will be their third visit in 5 years. Estimated net is \$25K.
- b. TTC 10 Open House, October 5, 2018
- c. TTC 10 Banquet, October 9, 2018
- d. First Wild home game 2018-2019 Season, October 12, 2018
- e. Army Band, October 17, 2018
- f. Leann Rimes, November 30, 2018

3. Wenatchee Wild

Wild Kids' Day is tomorrow.

- a. Locker Rooms – The Wenatchee Wild Organization has three feeder teams now and would like to add the equivalent of 1.5 additional feeder teams. If this happens there will need to be additional lockers rooms. The facility and the Wild organization will need to determine how to make that happen.

4. Capital Projects

- a. Chelan County PUD Projects

Projects include office lighting, HVAC upgrades and are 100% reimbursed by the Chelan County PUD.

b. Carpet/Flooring

Staff will be issuing an RFP for the carpeting/flooring project.

5.10 Year Celebration

Jennifer reported that there will be a public open house on Saturday, October 6, 2018 from 1:00pm to 4:00pm. Free ice skating and cake, building tours, and displays will be included. The 10 Year Anniversary Banquet will be held on Tuesday, October 9, 2018. Will include Taste of Town Toyota Center (Food) and the awards and recognition program. An estimated 200 people will attend the banquet event.

6. Sales and Marketing Report

Jennifer introduced Chanet Stevenson who graduated from Central Washington University in 2013 and had been working for the Columbia Basin Herald. Chanet is the new Marketing Manager and Graphics Designer taking Bre Hinkles' position. Jennifer reviewed the sales and marketing activities since the last meeting. 10 Year Event articles have appeared in the Wenatchee World and the Quincy Post and numerous social media promotions. Suites sales and availability are down to 1 nightly suite and the party suite.

7. Town Toyota Naming Rights Renewal

The Town Toyota Center naming rights agreement has been renewed. It was set at \$840K over 5 years and includes a lease vehicle. Town Toyota Center will also provide Town Auto with two marked reserved parking spaces (of their 5 total) and three promotion campaigns per year.

Frank Kuntz entertained a motion to approve the Town Toyota Naming Rights Agreement as negotiated and presented. Randy Agnew motioned. Marc Straub seconded the motion. Motion passed 5-0

8. Bond Payment

Payment has been made and reported.

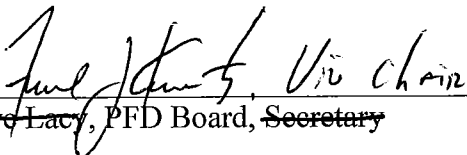
9. Financial Reports

Shannon reported the tax transfer of \$998,560.04 has been made. \$2,001,659.09 went to the City of Wenatchee. The remaining balance owing to the City of Wenatchee is approximately \$525K. Shannon review the regular financial activity as presented on the financial statement handouts including current status and how the food and beverage department were doing. Frank Kuntz inquired as to when the transfers would be made on the and Mark indicated he would like additional time to run some calculations.

With no further business, the meeting was adjourned at 4:40 pm.

Respectfully Submitted:

Attest:


Steve Lacy, PFD Board, Secretary


Cindy Herdt – Administrative Assistant