

PFD BOARD REGULAR MEETING AGENDA



February 27, 2025, Noon

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

Consent Agenda:

1. Approval of Meeting Agenda
2. Vouchers (January 2025)
3. Minutes (January 23, 2025)

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

Agenda Items:

1. **Manager's Report**
 - a. **Events & Activities**
 - i. Wenatchee Wild Home Games
 - ii. Locker Rooms
 - iii. Sales/Marketing
 - iv. Capital Plan
 - v. Energy Saving Future Regulations
 - vi. Financial Reports & CNC Sales Tax Report
2. **Accounts Receivable**
3. **Funds Transfer**
4. **Bond Discussion**
5. **Board Chair Report**
6. **Executive Session to Discuss Potential Litigation**

PFD Board Regular Meeting Minutes

February 27, 2025, Noon

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



Board Members Present:
Randy Agnew (President)
JC Baldwin (Vice President)
Jerrilea Crawford (Member)
James Fletcher (Secretary)
Mike Poirier (Member)

In Attendance: Mark Miller - Town Toyota Center General Manager, Aaron Harvey - Town Toyota Center Assistant General Manager, Jamie Goodman, Jessica Manzano, Melanie Murphy, Zach Hendricks, Michael Cole, Greg McEwen, Katie Atkinson - Town Toyota Center Staff. Charlie Miracle - Cordell, Neher. Julie Norton, Brian Walker – Ogden Murphy Wallace. David Rayfield – Wenatchee Wild.

President Randy Agnew called the meeting to order at 12:00pm.

A motion was made by JC Baldwin to move Item 6 (Executive Session to Discuss Potential Litigation) to the beginning of the agenda, Item 1, for further discussion. The motion was seconded by James Fletcher. Motion passed 5-0.

Consent Items

1. Meeting Agenda for February 27, 2025
2. Vouchers - January 2025
3. Meeting Minutes - February 27, 2025

**Motion was made and seconded to approve the agenda consent items.
Motion Passed 5-0.**

January 2025 Recap

Banner Bank - Facility Operating 711 (New)

| | | |
|------------------|-----------------|---------------|
| Accounts Payable | 21446-21538 | -\$268,356.58 |
| Payroll | Paychex Entries | -\$221,345.07 |
| | EFT/Wire -11 | -\$148,933.61 |
| Total | | -\$638,635.26 |

Public Comment *Dorothy Ferguson, Wenatchee, Chelan County- Dorothy thanked the board for making the meetings more amplified. Dorothy commented that she would like an update on the live-streaming of PFD meetings in the future.

1. **Executive Session to Discuss Potential Litigation** - Jerrilea Crawford motioned to enter an Executive Session to discuss potential litigation for a duration of 10 minutes at 12:07pm. Following the first session, at 12:17 PM, Jerrilea Crawford motioned to enter another Executive Session to discuss a public employee for 5 minutes. JC Baldwin seconded the motion. Motion passed 5-0. At 12:23pm, the board requested an additional 5-minute extension. The Executive Session ended at 12:28pm. No action was taken following the closure of the Executive Session.

2. **Manager's Report**

Events & Activities

- i. Wenatchee Wild Home Games – Aaron Harvey, Town Toyota Center Assistant General Manager, reported that since January first, we've had 11 home games. We are averaging approximately 2,800 tickets out. An average gross of about \$30,000 per game, which is a nice increase over the first half of the season.
- ii. Locker Rooms – General Manager Mark Miller reported that the project began about nine months ago to address the need for more locker rooms due to the growing demand from both male and female hockey teams, particularly for youth hockey. Currently, there are five locker rooms, but other facilities have up to eight or nine for similar purposes. Several options for expanding locker rooms were considered, including temporary trailers, but they were ruled out due to high costs and logistical challenges. The Center looked into a design company to propose a plan for the addition of four permanent locker rooms, however, the cost came in much higher than anticipated. A second proposal from a construction company reduced the cost to \$2.5 to \$2.7 million. The next step involved calculating the potential return on investment, including the addition of more hockey tournaments. These tournaments would significantly boost the Center's economic impact and provide a substantial payout within five years, supporting the project's financial feasibility.
- iii. Sales/Marketing – Jamie Goodman reported that the "Paint the Ice" event was a great success, drawing a strong turnout to support cancer awareness. Upcoming events at the center include the KPQ Home Show, Special Olympics, Corazon Mexico, Champions of Magic, the Rodeo, and performances by 3 Dog Night and Little River Band. Jamie also shared that the new Town Toyota Center website is now live.
- iv. Capital Plan – Mark Miller reported on three key items for the 2025 capital expenditure plan. First, he highlighted the need to replace the back-up Zamboni, aged 20-25 years. It has undergone substantial repairs last year alone and is no longer cost-effective. Replacing the older Zamboni would cost approximately \$135,000, which was originally planned for two years from now but is being moved up due to the condition of the current machines. The second item discussed was the purchase of new kickboards for both rinks. The third item was a software program to streamline accounting, though the specific software is still under review.

Randy Agnew motioned to have the three items - Zamboni, kickboards, and software to be added to the 2025 capital expenditure plan. James Fletcher seconded the motion. Motioned passed. 5-0.

- v. Energy Saving Future Regulations – Mark Miller reported that the Center has explored several options to meet the energy savings regulations, which require the

center to reduce energy use by 37% by the summer of 2026. As part of this, we are consolidating lighting systems, which will require a \$9,000 computer system funded by the PUD. The new system will allow the center to turn the lights off more quickly and track energy usage. Mark Miller reports this is an exciting first step in our efficiency plan.

- vi. **Financial Reports & CNC Sales Tax Report**– Jessica Manzano reported that community rink revenue was down from the budgeted amount due to a decrease in budgeted tournaments stemming from timing issues. Building food and beverage income was on track, but some costs, such as payroll and non-event food and beverage expenses, were slightly higher than expected. Payroll costs were high due to three pay periods in January and the need to process W-2s. Additionally, staffing levels have increased. Despite these challenges, Jessica gave kudos to the operations team for their efforts to keep other costs low. Jessica also reported a slight decline in arena revenue, due to lower meeting rentals and ticket sales. Wild game revenue saw a significant loss, especially in food and beverage sales, where per capita spending decreased by about a dollar. The building costs reflected a large, unexpected expense for elevator repairs. Jessica also pointed out that the gas bill was high and exceeded the budget. She said that this issue would be further investigated.

3. Accounts Receivable

Jessica Manzano reported that some customer accounts have old outstanding balances and asked that approximately \$2,500 in accounts receivables be waived due to age and uncertainties about their validity. It was advised that an additional account be sent to collections.

Jerrilea Crawford motioned to write off AR expenses. James Fletcher seconded the motion. Motioned passed 5-0.

4. Funds Transfer

After reviewing the P&L and Balance Sheet, Jessica Manzano noted that the operating accounts are running low. A proposal was made to transfer either \$500,000 or \$1 million to the main operating account to cover expenses. It was suggested that transferring \$1 million dollars would likely be enough to support operations for the next six months.

Jerrilea Crawford moved to transfer \$1,000,000 from the Maintenance and Operations Reserve account to the main operating account. The motion was seconded by JC Baldwin. Motion passed 5-0.

5. Bond Discussion -

Mark Miller reported that the information has been given to the assigned bond attorney, and we are waiting to hear back regarding a timeline for further information.

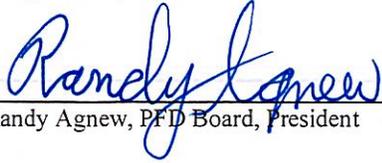
6. Board Chair Report

Nothing to report.

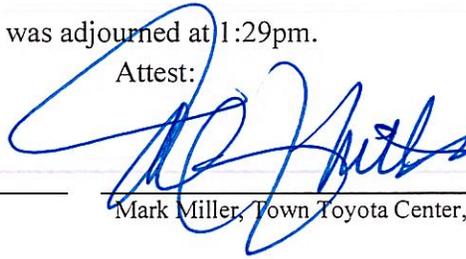
With no further business, the meeting was adjourned at 1:29pm.

Respectfully Submitted:

Attest:



Randy Agnew, PFD Board, President



Mark Miller, Town Toyota Center, General Manager