

PFD BOARD REGULAR MEETING AGENDA



July 25, 2024, Noon

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

Consent Agenda:

1. Approval of Meeting Agenda
2. Vouchers (June 2024)
3. Minutes (June 27, 2024)

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

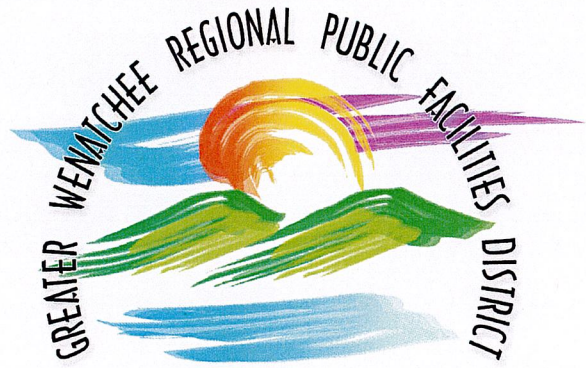
Agenda Items:

1. **Manager's Report**
 - i. Alabama
 - ii. The Black Crowes
 - iii. Disney Live
 - iv. Job Openings
 - v. Employee Staff Meeting/IAVM
 - vi. Off-Season Projects
 - vii. Sales and Marketing Reports
 - viii. Financial Statements
2. **Board Chair Report**
3. **Regional Sport Complex Feasibility Study ILA Extension**
4. **PFD Promotion Hosting Policy**
5. **Sales Tax Report – Submitted by Cordell, Neher & Co., PLLC**

PFD Board Regular Meeting Minutes

July 25, 2024, Noon

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



Board Members Present:

Jerrilea Crawford (President)
Randy Agnew (Vice-President)
James Fletcher (Secretary)
Tim Hollingsworth (Member)

In Attendance: Mark Miller, Town Toyota Center General Manager, Aaron Harvey, Assistant General Manager, Cindy Herdt, Michael Cole, Jamie Goodman, Lindsay Rey, Jodi Riggles, Chris Berg, Zach Hendricks, Brian Bolz - Town Toyota Center Staff. Guests: Julie Norton, Ogden, Murphy, Lloyd Smith, Rob Tidd, Kris Cameron, Shawn Johnson-Mudgett – Complete Design

President Jerrilea Crawford called to order at 12:00 pm.

Consent Items

1. Meeting Agenda for July 25, 2024
2. Vouchers - June 2024
3. Meeting Minutes June 27, 2024

Motion was made and seconded to approve the agenda consent items.

Motion Passed 4-0.

June, 2024 Recap

Banner Bank - Facility Operating 711 (New)

Accounts Payable	20765-20863	-\$281,052.51
Payroll	Paychex Entries	-\$150,185.64
	EFT/ACH/Wire -10	-\$30,411.07
Total		<u>-\$461,649.22</u>

Public Comment

It was noted that a letter from Kris Cameron has been received as public input regarding food waste composting. Ms. Cameron's letter was distributed to the board members. There were no additional public comments.

Agenda Items:

1. Manager's Report

- Wenatchee Wild starts off with a home Exhibition game on September 2, 2024.
 - i. Alabama – This concert is scheduled for September 15, 2024. Ticket sales are currently at 1,600.
 - ii. The Black Crowes – The Black Crowes concert is scheduled for November 22, 2024.
 - iii. Disney Jr. Live – Scheduled for December 10, 2024. This one is a children's theatrical show.
 - iv. Job Openings – The Finance position and the Administrative Assistant position are both still open and actively advertised.
 - v. Employee Staff Meeting/IAVM – Staff members will be attending the IAVM Conference in Portland, Oregon, July 28-31.
 - vi. Off-Season Projects
 - Locker Rooms – Mark reviewed the need for additional locker rooms. The historical use shows we were already short of locker room spaces for the amount of activity between the community rink and the main arena ice. Now there is a substantial increase of female users combined with an increase requirement with the WHL league. Their requirement went from 2 to 4 locker rooms for home games. The meeting packet included the first draft received for the locker rooms. This is provided by Complete Design. It indicates where the locker rooms will be located, access to the rink, etc. Shawn Johnson-Mudgett discussed the concerns, parking, raising the bleacher seating, modification of stairs and the location of the locker rooms below. They will have the same roof pitch, finishes, etc. The storm water system is existing and the existing sidewalk will remain intact as is. The next item will be to review with user groups. After this review Complete Design will rework the plan if necessary.
 - Ice is going in next weekend ahead of the set up for the NCW Quilt Show,
 - The Apple Ice Classic follows the Quilt Show on August 16-18.
 - vii. Sales and Marketing Reports – Lindsay report that all of the loge seats are sold. She only has a couple contracts she needs signed and returned to finalize. One suite owner is pending confirmation and two suites are available and being marketed. Lindsay also has several other pending proposals out for other sales (signage, etc.). VIP sales are ongoing for Alabama, The Black Crowes and Disney Jr. Live. Only 14 of the 47 static, VOMS and wayfinders are available and those are being marketed as well. Jamie reported marketing activities for eight upcoming events/activities. In addition, community involvement included Coats 4 Kidz an various raffle items. She is working on potential events to replace the Ice Gala, a gymnastics competition, a website re-design and

the public/safety campaign for the metal detectors and clear bag policy. She is also working on the roll-out for pizza sales.

viii. Financial Statements – Cindy Herdt presented the financial reports for the month of June. Events that have financial activity for the month include 3 graduations and Harlem Globetrotters. The month needs a few monthly journal entries made. The Rink was allowed \$15k for some much-needed repairs and that work is in process. Some of the Trane Controls project is included in June. Overall, the budget is over the budget by \$85K. Correction will be made with the 2% interest as it has been posted to an incorrect line.

2. **Board Chair Report** – No additional topics were brought forth for this meeting.
3. **Regional Sport Complex Feasibility Study ILA Extension** – As reported last meeting the deadline stated in the original ILA is expiring. The agency has asked for additional time to complete tasks. The modified ILA request only to extend the deadline to December 31, 2024.

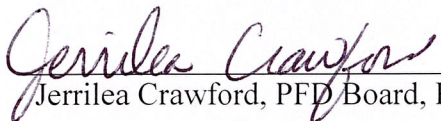
Motion to approve the modified ILA with extended deadline was made by Jim Fletcher. Motion was seconded by Randy Agnew. Motion passed 4-0.

4. **PFD Promotion Hosting Policy** – discussion included a review of past activities, RCW 35.07.060 and how this ties into current budget and/or policy. A copy of the suggestions from committee meeting in April 2023 was included in the meeting packet. Our PFD Resolution 2012-08 is more geared to hosting individuals who are able to draw additional shows or events to the arena. The question is if funds can be used as support outside community activities and how the policy for funds should be written. Our legal representative ran through a few potential options. Some members had concerns about who is making the decision and who is responsible to assure the benefit the arena expects is received. The original committee will reschedule with legal to review. The first step is to determine authorization and how to define benefit to the arena.
5. **Sales Tax Report – Submitted by Cordell, Neher & Co., PLLC** – The sales tax report for the month on June from Cordell, Neher was presented. The board did not raise any questions or concerns.

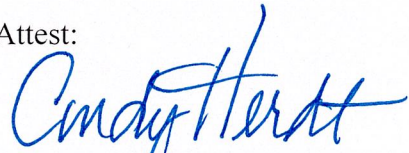
With no further business, the meeting was adjourned at 1:12pm.

Respectfully Submitted:

Attest:



Jerrilea Crawford, PFD Board, President



Cindy Herdt – Administrative Assistant