

PFD BOARD REGULAR MEETING AGENDA



September 26, 2024, Noon
Location: Town Toyota Center
1300 Walla Walla Avenue
Wenatchee, WA 98801

Consent Agenda:

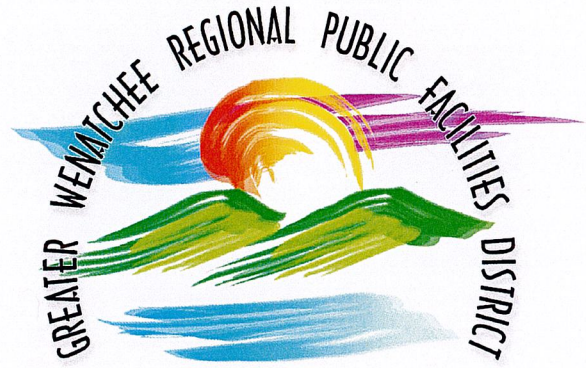
1. Approval of Meeting Agenda
2. Vouchers (August 2024)
3. Minutes (August 22, 2024)

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

Agenda Items:

- 1. Executive Session to Discuss Potential Litigation**
- 2. Events & Activities**
 - i. Wenatchee Wild Exhibition Game
 - ii. Wenatchee Wild Home Opening Game
 - iii. Alabama
 - iv. Jeff Dunham
 - v. Locker Rooms
 - vi. Accounting Personnel
 - vii. Sales/Marketing
 - viii. Accountability Audit
 - ix. Financial Reports
- 3. Board Chair Report**
- 4. SAO Accountability Audit Engagement Letter**
- 5. PFD Promotion Hosting Policy**
- 6. Sales Tax Report – Submitted by Cordell, Neher & Co., PLLC**

PFD Board Regular Meeting Minutes



September 26, 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)
JC Baldwin (Member)
Mike Poirier (Member)
Marc Straub (Member)
Tim Hollingsworth (Member)

In Attendance: Mark Miller, Town Toyota Center General Manager, Aaron Harvey, Town Toyota Center Assistant General Manager, Cindy Herdt, Jessica Manzano, Michael Cole, Lindsay Rey, Jamie Goodman, Zach Hendricks, Chris Berg, Brian Bolz - Town Toyota Center Staff. Charlie Miracle, Cordell, Neher, Julie Norton, Brian Walker, Ogden, Murphy, Wallace.

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

Consent Items

1. Meeting Agenda for September 26, 2024
2. Vouchers - August, 2024
3. Meeting Minutes - August 22, 2024

**Motion was made and seconded to approve the agenda consent items.
Motion Passed 7-0.**

August, 2024 Recap

Banner Bank - Facility Operating 711 (New)

Accounts Payable	20985-21069	-\$173,509.32
Payroll	Paychex Entries	-\$389,648.17
	EFT/ACH/Wire -6	-\$166,572.58
Total		<u><u>-\$729,730.07</u></u>

Public Comment

*Michelle Morgan, Wenatchee, Chelan County – spoke regarding the new security entry process. She said she observed non-clear bags being allowed and that if we set a policy, we should enforce the policy fairly and equitably to all guests.

Agenda Items:

1. Executive Session to Discuss Potential Litigation

Tim Hollingsworth motioned and Mike Poirier second the motion to move the Executive Session to the end of the meeting. Motion passed 7-0.

At the end of the meeting JC motioned and Marc Straub seconded the motion to move to Executive Session at 12:55pm for 20 minutes. At 1:15pm an additional 10 minutes was requested. At 1:25pm an additional 10 minutes was requested. At 1:35pm the Executive Session was called to a close. No action was taken after the Executive Session ended.

2. Manager's Report - Events & Activities

Mark introduced Charlie Miracle with Cordell, Neher, Jessica Manzano and Michael Cole. Mark noted the Confluence Cheer event will net around \$41K.

- i. Wenatchee Wild Exhibition Game – approximately 800 guests attended.
- ii. Wenatchee Wild Home Opening Game - This game sold 2,164 tickets. Concessions sales were a game record of \$30K.
- iii. Alabama – This concert sold 2,364 tickets, just shy of the goal of 2,900-3,000. The event did not have an opening act but Alabama graciously extended their performance by 45 minutes.
- iv. Jeff Dunham – tickets will go on sale October 7. This is a rental event, comedy show and is scheduled for April 25, 2025.
- v. Locker Rooms – The options for the lockers rooms have been presented, we are still discussing needs with the user groups and then will start to get costs.
- vi. Accounting Personnel – as noted we have hired Michael Cole who was previously working through a temp agency. We have also hired Jessica Manzano who will be moving onto the Finance Director position.
- vii. Sales/Marketing – Jamie Goodman reports for the sales and marketing activities. All suites and loge seats are sold out and have waiting lists. Signage, parking passes and VIP Upgrades are all being renewed or promoted. Marketing promoted Alabama, Wine Awards and Wild and is now working on Disney, Jr., Jeff Dunham and future Wild games. A website re-design is in the works and she is looking at a WA State Regional Gymnastics Competition bid to replace the Winter Ice Gala event. JC asked if we had considered a sponsor for clear bags to compliment the new policy.
- viii. Accountability Audit – the accountability audit will cover statutory authorization for contributions to local agencies, payroll and leave balances, electronic funds transfers, financial condition and OPMA meeting compliance. It is well underway but some issues may require additional reviews.
- ix. Financial Reports – financial activity for the month of August was briefly reviewed. We had the Wenatchee World Wine Awards, the NCW Quilt show and Apple Ice Classic. Sales tax revenues are down 9% overall for the month of August.

3. **Board Chair Report** – No additional topics to cover.
4. **SAO Accountability Audit Engagement Letter** – the State Auditors Engagement letter for the Accountability Audit was presented. It does not contain any material differences over prior years.

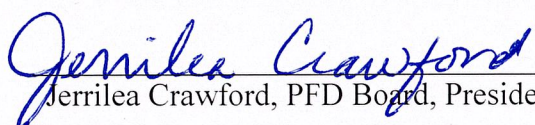
Randy Agnew motioned to authorize the PFD Board President to sign the Engagement Letter as presented. Marc Straub seconded the motion. Motion passed 7-0.

5. **PFD Promotion Hosting Policy** – Jerrilea noted that the committee (Jim Fletcher, Randy Agnew, Jerrilea and TTC staff Mark Miller, Cindy Herdt) scheduled to meet to discuss potential solution to present to the Board. Jim Fletcher was unable to attend due to another meeting conflict. The rest of the Board asked for feedback/update from that meeting. Jim Fletcher noted that his review of these activities and with additional community input, he does not feel the board should be undertaking this type of outreach support. He does not feel this is reflective of the bondholders or the stakeholders understanding of use of sales tax funds. Randy asked if there were other ways to accomplish such support and described how the Arena Youth Enrichment Fund works. Julie Norton presented a proposal for continuation as previously requested by the Board. Most avenues to continue seem to put a burden on the Board that most of them were not willing to take on and felt that all marketing of activities at the Town Toyota Center and promotion of events should be the responsibility of the marketing staff department. Tim noted that communities have other sources for application of funds for their events and that the process for this Board involves too much bureaucracy and distraction of their stated purpose. Marc agrees with discontinuation. He has not always been supportive of the practice in the past but was persuaded by some pro-arguments on the past votes. Jerrilea said “if” the board continues, a resolution needs to be approved but she is not in favor going forward. Cindy noted that if the practice is discontinued by resolution it should not be convoluted with the RCW code that does allow staff to market events. Also clarified that the Arena Youth Enrichments Fund is not tax revenues from any source. They are contributions from individuals and business directly to the NCW Community Foundation account. It was also noted that this is an accountability audit issue. The Board will need to consider their results in the decision-making process.
6. **Sales Tax Report – Submitted by Cordell, Neher & Co., PLLC** - The sales tax report for the month on July from Cordell, Neher was presented. The board did not raise any questions or concerns.

With no further business, the meeting was adjourned at 1:36pm.

Respectfully Submitted:

Attest:



Jerrilea Crawford, PFD Board, President



Cindy Herdt – Administrative Assistant