

# **PFD BOARD REGULAR MEETING AGENDA**

THE PUBLIC CAN ATTEND IN PERSON, CALL-IN OR LOG-IN  
TO ZOOM TO PARTICIPATE IN THE MEETING.  
PLEASE CALL-IN OR LOGIN 5 MINUTES PRIOR TO THE  
MEETING.



To Join the Meeting Go To: <https://zoom.us>  
Meeting ID: 833 9818 2235

**December 18, 2025 Noon**  
**Location: Town Toyota Center**  
**1300 Walla Walla Avenue**  
**Wenatchee, WA 98801**

## **Consent Agenda:**

1. Approval of Meeting Agenda
2. Vouchers (November 2025)
3. Minutes (November 24, 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. Architect Update
    - ii. Energy Efficiency
    - iii. Sales/Marketing Report
    - iv. New Shows
    - v. Wenatchee Wild
    - vi. Rink Hours Update
    - vii. Financial Reports & CNC Sales Tax Report
- 2. 2026 Budget & 2026 Capital**
- 3. PFD Board Members Term Expiration/Renewal**
- 4. Related Parties**
- 5. Value of Assets and Life Expectancies**
- 6. Scheduling 2026 Regular Meeting Dates**

# PFD Board Regular Meeting Minutes



December 18, 2025 Noon

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

Board Members Present:

JC Baldwin (Vice President)  
James Fletcher (Secretary)  
Jerrilea Crawford (Member)  
Mike Poirier (Member)  
Renee Swearingen (Member)

**In Attendance:** Mark Miller – Town Toyota Center General Manager, Aaron Harvey - Town Toyota Center Assistant General Manager, Jessica Manzano, Melanie Murphy, Greg McEwen, Brian Bolz, Zach Hendricks, Garret Boggs, Allie Jordan, Ashley Tike - Town Toyota Center Staff. Ryan Kelso, Chris Hanson – Complete Design Inc.

Vice President JC Baldwin called the meeting to order at 12:06pm.

## Consent Items

1. Meeting Agenda for December 18, 2025
2. Vouchers - November 2025
3. Meeting Minutes – November 20, 2025

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

**Motion Passed 5-0.**

November 2025 Recap

Banner Bank - Facility Operating 8711

Accounts Payable	22265 - 22300	-\$ 81,495.12
Payroll	Paychex Entries (Net Wages)	-\$ 132,203.21
	ACH/EFT/Wire -29	-\$ 122,181.46
Total		<u><u>-\$ 335,879.79</u></u>

## Public Comment:

Staff reported receipt of written correspondence from a member of the public regarding recent changes to public skating rates and related operations. The Board acknowledged receipt of the correspondence and discussed general operational context, including pricing structure, cost recovery, security procedures, and comparisons with similar regional facilities.

## 1. Manager's Report

### Events & Activities

- i. **Architect Update** - Ryan Kelso and Chris Hanson of Complete Design Inc. provided an update on the Locker Room Addition Project. He reported that the design team is currently working on the structural components of the addition, including gravity-loaded structural systems and project timeline.
- ii. **Energy Efficiency** - Mark Miller reported that the Center has received 21 energy submeters through a community partnership program. The meters are expected to arrive soon and will be installed to enable detailed tracking of energy usage throughout the facility.
- iii. **Sales/Marketing Report** - Greg McEwen reported that sponsorship revenue has exceeded projections for 2025 for the Hells on Hooves Rodeo. Staff have established sponsorship goals for 2026 and noted continued efforts to track sales trends and identify future marketing priorities.
- iv. **New Shows** -
  - NCW Basketball Classic — January 10, 2026
  - WWE — February 12, 2026
  - Filter/Finger 11/Local H — March 5, 2026
  - KPQ Home Show — March 13-15, 2026
  - Jordan World Circus — April 8-9, 2026
  - Wizard of Oz on Ice — April 18, 2026
  - Hells on Hooves Rodeo — May 8-9, 2026
  - Stars on Ice — May 22, 2026
- v. **Wenatchee Wild** - Staff reported the Wenatchee Wild season is approximately halfway complete. Average attendance to date is approximately 1,539.
- vi. **Rink Hours Update** – Aaron Harvey noted continued strong activity across events and programming, with year-to-date rink usage and skate hours currently trending above last year.
- vii. **Financial Reports & CNC Sales Tax Report** - Jessica Manzano reported that overall financial performance remains strong and trending favorably. Community rink and figure skating revenues exceeded the budget. Although minor accounting reconciliations remain, year-to-date results are close to finalized and while above the original budget, are under revised goals. The balance sheet remains stable, with excess 0.2% sales tax funds transferred to a repurposed Retirement Replacement Fund, leaving the District approximately one sales tax payment ahead of schedule debt payments.

2. **2026 Budget & 2026 Capital** – Jessica Manzano presented the proposed 2026 capital plan, with primary focus on the new locker room project and several facility infrastructure needs. Additional capital items discussed included future planning for major mechanical systems, evaluation of accounting software solutions, replacement of aging kitchen and concession equipment, routine technology upgrades, rink and facility equipment improvements, and suite television replacements. The Board discussed potential impacts of updated city code requirements related to kitchen equipment and directed staff to coordinate with the City as needed. For conservative planning, the 2026 budget excludes playoff revenue and assumes 1,500 average paid attendance, compared to a current season average of approximately 1,539. Expenses are generally in line with the 2025 budget, with labor costs trending higher and adjusted accordingly.

**Jerrilea Crawford moved and Renee Swearingen seconded to approve the 2026 Capital Expenditure Plan as presented. The motion passed 5–0.**

**Jerrilea Crawford moved and James Fletcher seconded to approve the 2026 Budget as presented. The motion passed 5-0.**

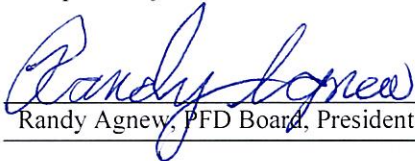
- 3. PFD Board Members Term Expiration/Renewal-** Melanie Murphy reported that Chelan County Commissioner staff submitted a resolution appointing Jim Fletcher as their representative for an additional term. Douglas County Commissioner staff also confirmed that a motion has been made to reappoint Commissioner Agnew, with final minutes pending receipt.
- 4. Related Parties** – The Board discussed related parties and potential conflicts of interest. No related party relationships or financial conflicts were reported by Board members.
- 5. Value of Assets and Life Expectancies** - Staff reviewed the District’s asset values and depreciation schedule and reported no changes are recommended at this time. The District will continue using the established asset life assumptions.
- 6. Scheduling 2026 Regular Meeting Dates** - The Board discussed the proposed 2026 meeting calendar, including regular meeting dates and potential scheduling conflicts during holiday months.

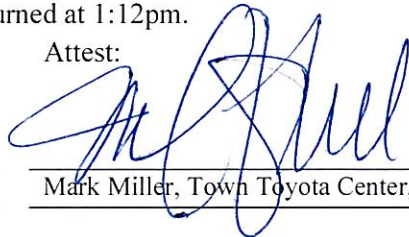
**James Fletcher moved and Jerrilea Crawford seconded to approve the 2026 Regular Meeting Calendar as presented, with staff directed to further review scheduling flexibility for future years. Motion Passed 5-0.**

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

Respectfully Submitted:

Attest:

  
\_\_\_\_\_  
Randy Agnew, PFD Board, President

  
\_\_\_\_\_  
Mark Miller, Town Toyota Center, General Manager