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Kennewick Public Facilities District

Regular Meeting

February 27, 2014

Minutes

5:00 p.m.

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**CALL TO ORDER**

President Barbara Johnson called the meeting to order at 5:01 pm.

**ROLL CALL**

Shelley Ellis called the roll.

Present: President, Barbara Johnson; Kathy Blasdel; Secretary; Board Member, John Neill; Board Member, Calvin Dudney

Excused: Treasurer, John Givens

A quorum was established.

Also Present: Corey Pearson, Executive Director; Shelley Ellis, Executive Assistant; Jude Strode, Marketing Manager; Steve Mallory, Arculus Design; Heather Breymeyer, Director of Sales, Rob Gierke, Operations Director; Dan Legard, City of Kennewick; Kim Shugart, Tri-Cities Visitor and Convention Bureau

Kim Shugart led in the Pledge of Allegiance.

**APPROVAL OF AGENDA**

John Neill moved to approve the agenda as presented; Kathy Blasdel seconded the motion. The motion carried.

**CONSENT AGENDA**

*All matters listed within the Consent Agenda have been distributed to each Board Member of the Public Facilities District for reading and study, are considered to be routine, and will be enacted by one motion of the Board with no separate discussion. If separate discussion is desired, that item may be removed from the Consent Agenda and placed on the Regular Agenda by request.*

- a) Minutes of January 23, 2013 Board Meeting
- b) Claims Roster dated January 2014 for \$ 161,772.58 (TRCC)  
Warrants: 12208-12291 Voids: 12211
- c) Claims Roster dated January 2014 for \$ 340,888.22 (TC)  
Warrants: 14575-14731 Voids: none
- d) Claims Roster dated January 2014 for \$ 12,365.70 (Box Office)  
Warrants: none written Voids: none  
Total January 2014 payroll paid out: \$ 232,323.28

Barbara Johnson reported that all warrants have been reviewed and accounted for.

Kathy Blasdel moved to approve the Consent Agenda as presented; John Neill seconded the motion. The motion carried.

**VISITORS**

President Barbara Johnson opened the floor to any visitors who wished to address the Board regarding matters that are not currently on the agenda.

## NEW BUSINESS

### **a) Yearend Financials**

Joe Potts presented the Three Rivers Convention Center yearend financials. Joe mentioned the numbers have not changed significantly since last month; they have improved about \$1,000. Joe also mentioned he is continuing to work on the Toyota Center/Toyota Arena yearend, but is working with the City of Kennewick before he can submit a final version to the Board.

Kathy Blasdel moved to approve the Three Rivers Convention Center yearend financials as presented; John Neill seconded the motion. The motion carried.

### **b) January Financials**

Joe Potts presented the January financial report.

John Neill moved to approve the Three Rivers Convention Center, Toyota Center and Toyota Arena January financials as presented; Kathy Blasdel seconded the motion. The motion carried.

Joe Potts also presented the KPFD Accountability Audit completed for the years 2011 and 2012. It was noted in the audit that the method used for cost distribution between buildings was not documented in a way the auditors would like. The auditor did not disagree with the outcome, but would like to see a different methodology, which has been addressed by the finance committee.

### **c) Hotel Construction/Expansion**

Corey Pearson and Rob Gierke attended a monthly stakeholders meeting. The construction of the hotel is on schedule with a projected completion date in December. A full roof is expected to be in place in August and a certificate of occupancy is estimated for September.

Corey and Rob also attended a meeting with ALSC Architects in Spokane. ALSC is researching different expansion concepts that would garner more support. Corey will have a full report at the next meeting.

### **d) Recommended Selection of Bond Refinancing Options**

John Neill discussed the bond refunding options presented to him. The PFD has been given the information needed to make a decision about bank loan versus public sale. The committee has proposed to move forward with an offer from BBVA.

### **e) Executive Director Report**

Corey Pearson mentioned Blue Man Group has been rescheduled to October 15<sup>th</sup>. Corey made presentations on the Master Plan to the Port of Kennewick, TCVCB and the Blue Ribbon Committee. Corey also reported contract negotiations with the AMS will start in May. John Neill and John Givens have worked with Steve Peters on the contract renewal. Further discussion will take place at the March meeting.

### **f) TCVCB**

Kim Shugart reported 8 RFP's were issued since the last meeting. It is consumer trade show season, including the Seattle Golf and Travel Show and the Olympia Sales Blitz. Kim also mentioned the 2014 Visitor Guides have been distributed and everyone should be receiving them in the mail soon.

## **BOARD COMMENTS/DISCUSSION**

General comments from the Board were given expressing thanks and appreciation to the staff for a job well done.

## **ADJOURNMENT/RECESS**

Meeting adjourned at 6:04pm

*The KPFD Board's minutes are intended to be a reasonable summary of the Board's deliberations and actions. The minutes are not a verbatim record of everything said at the meeting. The minutes include all actions taken by the Board.*

Shelley Ellis

Approved by the Board of Directors