
Kennewick Public Facilities District

Regular Meeting

May 28, 2015

Minutes

5:00 p.m.

CALL TO ORDER

President, Barbara Johnson called the meeting to order at 5:00 pm.

ROLL CALL

Shelley Ellis called the roll.

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

A quorum was established.

Also present: Corey Pearson, Executive Director; Kim Shugart, Visit Tri-Cities; Steve Mallory, Arculus Design; Joseph Potts, Finance Director; Shelley Ellis, Associate Director; Jude Strode, Marketing Manager; Rob Chapin, Food and Beverage Director; Heather Breymeyer, Sales Director

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 April 23, 2015 Board Meeting
- b) Claims roster dated April 2015 for \$461,827.67 (TC)
Warrants: 16267-16370 Voids: none
- c) Claims roster dated April 2015 for \$229,991.35 (TRCC)
Warrants: 13400-13461 Voids: none
- d) Claims roster dated April 2015 for \$252.09 (Box Office)
Warrants: none written Voids: none
Total April 2015 payroll paid out: \$ 229,991.35

John Neill reported that all claims rosters and warrants have been reviewed and accounted for. John Neill moved to approve the Consent Agenda; John Givens seconded the motion. The motion carried.

VISITORS

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) Financials

John Neill presented the April financial reports for the Three Rivers Convention Center, Toyota Center and Toyota Arena.

Joseph Potts presented the fiscal year end December 31, 2014 annual report submitted to the state auditor's office.

John Givens moved to approve the Three Rivers Convention Center, Toyota Center and Toyota Arena financials and annual report as presented; Calvin Dudney seconded the motion. The motion carried.

b) Hotel Construction/Expansion

Corey Pearson reported that the hotel was scheduled to open today, but due to elevator inspections that have not gone through the hotel is projected to open on Tuesday, June 2nd. There is no firm date of when the connection will be complete. Corey Pearson will get new time frames for when the connection will be finished.

c) TCRPFD Report

Kathy Blasdel reported that there has been no meeting since the last KFPD meeting. The next meeting is June 10th at 5:30pm at the Richland City Hall. Kathy also mentioned that she has attended some B.I.L.T meetings and a style guide of how to use the new branding and logos has been produced. Kathy asked the board and staff if we are incorporating any of this in our marketing.

d) Executive Director Report

Corey Pearson mentioned that he, Tyler Boarders and staff met with Rustin Hall with ALSC Architects to review conceptual designs, and we should have a cost of the proposed expansion soon. Corey also reported on the Association of WA State PFD annual conference he and John Neill attended. Corey provided a cost estimate for a pedestrian crossing between the Hilton Garden Inn and Visitor Center on Young St. The city has requested that The Hotel Group and PFD split the estimated \$30,000 cost in thirds. It was decided that there were still questions about the request and that the discussion should take place at the next JCAC meeting.

e) Visit Tri-Cities Report

Kim Shugart reported 8 RFP's were issued since the last meeting. This included events that would attract anywhere from 30-800 people. Kim also mentioned a few site visits that took place this past month. A new "Show Your Badge" program is also in place. If attendees show their badge to participating business they will receive discounts.

BOARD COMMENTS/DISCUSSION

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

Barbara Johnson asked the board to review a letter drafted and presented to the board. The letter will be sent to the Port of Kennewick as a response to the joint meeting on April 7th and the Vista Field revitalization plans. The letter will be sent on Friday, May 29th.

ADJOURNMENT/RECESS

Meeting adjourned at 6:00pm

The KPF 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