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The Kennewick Public Facilities District  
Regular Meeting  
Three Rivers Convention Center  
Boardroom

August 24, 2017

Agenda

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**

Liz Lutz called the roll.

Present: Barbra Johnson, President; John Neill, Treasurer; Ron Hue, Secretary; Renee Brooks, Board Member; Excused, Calvin Dudney, Board Member.  
A quorum was established.

Also, present: Corey Pearson, Executive Director; Liz Lutz, Executive Assistant; Kim Shugart, Visit Tri-Cities; Jen Newton, SpringHill Suites; Joe Potts, Finance Director; Steve Mallory, Arculus Design;

Ron Hue, led in the Pledge of Allegiance.

### **Approval of Agenda**

Renee Brooks moved to approve the agenda as presented; Ron Hue second the motion.  
The motion carried unanimously.

### **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 July 20, 2017 Board Meeting
- b) Claims roster dated July 2017 for \$120,807.61 (TC)  
Warrants: 18878-18924      Voids: none
- c) Claims roster dated July 2017 for \$187,698.68 (TRCC)  
Warrants: 15250-15308      Voids: none
- d) Claims roster date July 2017 for \$0 (Box Office)  
Warrants: none written      Voids: none
- e) Total July 2017 payroll paid out: \$187,341.52

John Neill reported that claims rosters and warrants have been reviewed and accounted for and moved for approval of Consent Agenda as presented. Ron Hue seconded the motion. The motion carried unanimously.

## **Visitors**

Barbra Johnson opened the floor to any visitors who wished to address the Board regarding matters that are not currently on the agenda. No Visitors were present.

## **New Business**

### **a) July Financial Reports**

John Neill gave the financial reports for July. At the completion of his reports and after some discussion by the Board related to certain items, Renee Brooks moved to accept the July financial reports as presented. Ron Hue seconded the motion, the motion carried unanimously.

### **b) Expansion Report**

Corey Pearson discussed how the educational campaign was going with commercials, a booth at fair, and materials are shaping up for the November ballot.

### **c) Executive Director Report**

Corey Pearson gave an update on new shows booked for the fall of 2017 and how the Americans are getting ready for their season to start next month.

### **d) Visit Tri-Cities Report**

Kim Shugart discussed the most recent RFP reported on new conventions booked for the Convention center.

### **e) SpringHill Suites Report**

Jen Newton shared total room bookings for the past couple months conjunction with conventions held next door.

## **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 5:56pm

*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.*

Elizabeth Lutz

Approved by the Board of Directors