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Kennewick Public Facilities District

Regular Meeting

January 17, 2013

Minutes

5:30 p.m.

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**CALL TO ORDER**

President Barbara Johnson called the meeting to order at 5:33 pm.

**ROLL CALL**

Shelley Ellis called the roll.

Present: President, Barbara Johnson; Treasurer, John Givens; Board Member, Calvin Dudney; Board Member, Dean Strawn

Excused: Secretary, Kathy Blasdel

A quorum was established.

Also Present: Corey Pearson, Executive Director; Heather Breymeyer, Sales Director; Kim Shugart, Tri-Cities Visitor and Convention Bureau; Shelley Ellis, Executive Assistant; Jude Strode, Marketing Manager; Rob Gierke, Operations Director; Steve Mallory, Arculus Design; Fritz Smith, Food and Beverage Director; Joseph Potts, Finance Director; Vijay Patel, A-1 Hospitality; Matt Watkins, Tri-Cities Regional Public Facilities District; Lee Kerr, Kerr Law Office; Kamela Potratz, ALSC Architects

Matt Watkins led in the Pledge of Allegiance.

**ELECTION OF OFFICERS**

Barbara Johnson read the rules and procedures explaining how the vote will proceed. Barbara Johnson was elected President; John Givens was elected Treasurer and Kathy Blasdel was elected Secretary.

**APPROVAL OF AGENDA**

Barbara Johnson suggested item 6.)h. be moved to item 6.)b. under new business. John Givens moved to approve the agenda as requested; Calvin Dudney 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 December 20, 2012 Board Meeting

John Givens reported that all warrants have been reviewed and accounted for.

Dean Strawn moved to approve the Consent Agenda as presented; John Givens 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) Financial Report**

Due to the board meeting being moved up one week and the time necessary to prepare for the year-end report, John Givens asked that the approval of the financials be moved to next month. John mentioned he has had the opportunity to review preliminary reports and is pleased with the numbers.

### **b) Approval of the Support of the Tri-Cities Regional PFD Vote**

John Givens reported he attended the last TCRPFD meeting and at this meeting it was understood that it is the intent of the Board to select the aquatics center project to be placed on the ballot. John requested that as a member of the KPFD, he would like to bring this forth to the KPFD Board prior to voting.

A special meeting will be held on January 23<sup>rd</sup>. At this meeting, the TCRPFD Board will take a vote on whether or not to have the aquatics center project placed on the ballot for public vote. Two members from each jurisdiction must approve for the vote to pass. John Givens asked the board to provide him with direction in preparation for the TCRPFD meeting.

Matt Watkins, president of the TCRPFD Board provided a summary of recent actions taken by the TCRPFD. John Givens provided the aquatics center budget information and stated the TCRPFD Board does not feel that a backstop is necessary based on the budget submitted.

John Givens asked the Board if they feel confident to have the KPFD support his vote to select the aquatics center as the proposed project and present the project to the voters.

John Givens moved the KPFD Board support his vote for the aquatics center to be placed on the ballot as the chosen TCRPFD project; Calvin Dudney seconded the motion. The motion carried.

### **c) Approval of the Purchase and Sale Documents**

Lee Kerr provided a summary of the Hotel Development Agreement, Reciprocal Parking Agreement and Memorandum of Understanding. The Operating Agreement will be created from the Memorandum of Understanding. It was mentioned that the hotel and expansion committee met prior to the board meeting and as a member of the committee, John Givens reviewed the Hotel Development and Reciprocal Parking Agreement with Vijay Patel, Lee Kerr and Corey Pearson. John stated that the documents presented to the Board only needed non-significant changes.

John Givens moved the Board approve the authorization for him to review the Hotel Development Agreement, Reciprocal Parking Agreement and the Operating Agreement in final form, so long there are no substantial changes and with his approval have President Barbara Johnson sign the agreements; Calvin Dudney seconded the motion. The motion carried.

**d) Vista Field**

John Givens summarized the Draft Environmental Impact Statement completed by the Port of Kennewick. John mentioned there are two questions; improve the airport as an airport or close the airport and develop the area in a different manner. John Givens mentioned that the KPFD Board has been asked to provide an official statement in preparation for the Port of Kennewick special meeting on January 24<sup>th</sup>.

Calvin Dudney moved the the Board submit a letter in support of alternative development which would directly benefit the KPFD and, if enhanced as an airport, would not hinder or benefit the KPFD. The KPFD looks forward to working with the Port of Kennewick on a Master Plan; Dean Strawn seconded the motion. The motion carried.

**e) Proposed Ground Breaking for the Hotel and Connection**

Corey Pearson mentioned a date for the ground breaking ceremony has not been determined.

**f) Association of WA Public Facilities District Report**

Dean Strawn reported a lobbyist has been hired.

**g) Executive Director Report**

Corey announced staffing changes that have occurred in the last month. Corey asked Kamela Potratz with ALSC Architects to provide an update on the expansion and hotel. Kamela provided some renderings and mentioned that everything is currently on schedule.

**h) TCVCB**

Kim Shugart reported the TCVCB issued seven RFP's since the last meeting. Kim also mentioned there were 64 leads issued to the convention center in 2012, of which six were converted. Kim invited the Board and staff to participate in a strategic planning session the TCVCB will be conducting. Barbara Johnson asked Kim why 58 leads did not contract with the convention center. Barbara asked Kim to provide the reasoning only six events were converted.

**BOARD COMMENTS/DISCUSSION**

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

Barbara Johnson mentioned the City of Kennewick has decided to finance the marquee.

**ADJOURNMENT/RECESS**

Meeting adjourned at 7:47 PM

*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