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Kennewick Public Facilities District

Regular Meeting

January 28, 2016

Minutes

5:00 p.m.

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**CALL TO ORDER**

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

**ROLL CALL**

Gayle Carrasco called the roll.

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

Excused: Board Member, Calvin Dudney (attended via conference call)

A quorum was established.

Also present: Corey Pearson, Executive Director; Kim Shugart, Visit Tri-Cities; Joseph Potts, Finance Director; Gayle Carrasco, Accounting Assistant; Rob Chapin, Food and Beverage Director; Rob Gierke, Director of Operations; Steve Mallory, Arculus Design; Heather Breymeyer; Sales Director; Jude Strode, Marketing Manager; Kathryn Lang; Arts Center Task Force

Kathryn Lang led in the Pledge of Allegiance.

**APPROVAL OF AGENDA**

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

**ELECTION OF OFFICERS**

Barbara Johnson read the rules and procedures explaining how the vote will proceed. Corey Pearson explained the bylaws and that Calvin Dudney can participate in the voting process but he may not cast a vote. Barbara Johnson was elected President, John Neill was elected Treasurer and Kathy Blasdel was elected Secretary.

**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 17, 2015 Board Meeting
- b) Claims roster dated November 2015 for \$565,203.72 (TC)  
Warrants: 16855 - 16954      Voids: 16868, 16909, 16918
- c) Claims roster dated December 2015 for \$487,641.89 (TC)  
Warrants: 16955 - 17086      Voids: none
- d) Claims roster dated November 2015 for \$62,517.16 (TRCC)  
Warrants: 13883 - 13928      Voids: none

- e) Claims roster dated December 2015 for \$1,095,363.59 (TRCC)  
Warrants: 13929 - 14009      Voids: 13827 for \$179.14
- f) Claims roster dated November 2015 for \$13,725.51 (Box Office)  
Warrants: none written      Voids: none  
Total November 2015 payroll paid out: \$ 413,181.38
- g) Claims roster dated December 2015 for \$1,233.32 (Box Office)  
Warrants: none written      Voids: none  
Total December 2015 payroll paid out: \$ 225,860.85

John Neill reported that all claims rosters and warrants have been reviewed and accounted for and moved to approve the Consent Agenda as presented. Kathy Blasdel 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 November, and a preliminary of the December financial reports. The final December 2015 financial report will be presented for approval at the February board meeting. John Givens moved to approve the November financial report as presented. Kathy Blasdel seconded the motion. The motion carried.

Barbara Johnson asked staff to have solid year-end numbers prior to the Feb. 9, 2016 annual report to the City of Kennewick.

Joe Potts stated the State Auditors were currently on site conducting the 2013 -2014 accountability audit.

### **b) Expansion**

Corey Pearson reported that there is a JCAC meeting coming up on February 3<sup>rd</sup>. Pearson suggested that the best way to move forward with expansion plans is to allocate two board members to meet with the City of Kennewick to identify the avenue in which to proceed. John Givens moved to appoint Barbara Johnson and Calvin Johnson as Board liaisons for this purpose. John Neill seconded the motion. Motion carried.

### **c) VenuWorks Update**

The VenuWorks update was given by Corey Pearson. At the last meeting John Siehl stated he would invite new CEO, George Wood to our campus. Since the last meeting, Steve Peters has resumed the role of CEO.

**d) Executive Directors Report**

Corey Pearson reported that Jude Strode has acquired a large contract for naming rights for the entry way with Numerica Credit Union, and also reported the new ATM and décor for that area will be arriving soon. Pearson reported an incident at a recent convention in which a large piece of equipment that was on exhibit had pulled up a substantial amount of carpet tiles in the great hall. The existing carpet is twelve years old, and with the most recent incident, the replacement inventory has been depleted. He recommended that we purchase new carpet for the great hall.

**e) Visit Tri-Cities Report**

Kim Shugart reported three RFP's have been issued since the last meeting. Booked decisions for December 10<sup>th</sup>, 2015 – January 13, 2016 were the Washington State & Oregon State Potato Conference 2016 and Far West Agribusiness Association (2016) Winter Conference. Their staff has conducted a site inspection for Skilled USA who is looking at a convention here in 2020. Shugart reported that Visit Tri-Cities has elected a new chairman, Rich Cummins.

**f) SpringHill Suites Report**

Kathy Moore reported that they are getting ready for WAWGG and looking forward to the group's arrival.

**BOARD COMMENTS/DISCUSSION**

**ADJOURNMENT/RECESS**

Meeting adjourned at 6:54pm

*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.*

Gayle Carrasco  
Approved by the Board of Directors