
Kennewick Public Facilities District

Regular Meeting

November 21, 2013

Minutes

5:00 p.m.

CALL TO ORDER

Secretary Kathy Blasdel called the meeting to order at 5:00 pm in President Barbara Johnson's absence at the start of the meeting.

ROLL CALL

Shelley Ellis called the roll.

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

A quorum was established.

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

Lara Watkins led in the Pledge of Allegiance.

APPROVAL OF AGENDA

John Givens moved to approve the agenda with the addition of "Bond Refunding Report" as the first item under new business; John Neill 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 October 24, 2013 Board Meeting
- b) Claims Roster dated October 2013 for \$ 160,189.96 (TRCC)
Warrants: 11984-12064 Voids: 11985, 11990
- c) Claims Roster dated October 2013 for \$ 416,833.16 (TC)
Warrants: 14233-14366 Voids: 14334
- d) Claims Roster dated October 2013 for \$ 23,210.07 (Box Office)
Warrants: none written Voids: none
Total October 2013 payroll paid out: \$ 235,838.29

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

John Givens moved to approve the Consent Agenda as presented; Calvin Dudney 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) Bond Refunding Report

Corey Pearson introduced Dan Legard, City of Kennewick Finance Director, and mentioned we have the opportunity to refund our bonds. John Givens and Joseph Potts met with Dan Legard and officials. It was reported rates are at a level that makes sense to refinance larger maturity bonds. Savings are expected to be \$30,000 annually, net of cost.

Calvin Dudney moved to provide John Givens and John Neill the authority to negotiate with Joseph Potts, Corey Pearson and City of Kennewick to move the process along in order to capture the savings and for the president to sign the appropriate documents; Kathy Blasdel seconded the motion. The motion carried.

b) Financials

John Givens presented the October financials for the Three Rivers Convention Center, Toyota Center and Toyota Arena.

John Givens moved to accept the October financials for the Three Rivers Convention Center, Toyota Center and Toyota Arena; Kathy Blasdel seconded the motion. The motion carried.

c) 2014 Budget

Joseph Potts said the 2014 budget is driven by averages over the last four years, including three that have been good and one average/soft year. Joseph mentioned a new staff member in the accounting department, Jamie Kincaid.

Kathy Blasdel moved to accept the 2014 budget for the Three Rivers Convention Center, Toyota Center and Toyota Arena; John Neill seconded the motion. The motion carried.

d) TCRPFD Report

John Givens reported no action was taken at the last TCRPFD meeting. The next meeting will be held March 2014. Public comments were taken on why they thought the vote for the aquatics facility failed. John mentioned it takes the community and local businesses. Matt Watkins, president of the TCRPFD will meet with city officials and other PFD's in order to gather additional input. Barbara Johnson mentioned that we need to regroup and determine a plan.

e) Contract Renewal Committee

No discussion.

f) Master Plan

The Master Plan will be presented to the City of Kennewick in January for their approval. Discussion will also take place with Port of Kennewick Commissioners.

g) Expansion

No discussion.

h) Hotel

Corey Pearson announced the construction trailer will be here next week. The target opening date is December 1, 2014. Work is being done on entrance plans and traffic revision plans.

i) Executive Director Report

Corey Pearson reported a proposal will be submitted to WIAA for the 2014 volleyball tournament.

j) TCVCB

Lara Watkins reported the TCVCB issued five RFP's since the last meeting, with an additional one since the report was issued. Two site tours have taken place this month. Lara thanked staff for the annual meeting that took place on November 7th at the Three Rivers Convention Center.

BOARD COMMENTS/DISCUSSION

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

EXECUTIVE SESSION

Pursuant to RCW 42.30.110 (1) (d) to review negotiations on the performance of publicly bid contracts when public knowledge regarding such consideration would cause a likelihood of increased costs.

Barbara Johnson recessed the general meeting at 6:11pm to convene into an executive session. Barbara Johnson announced the executive session would last one hour.

At 7:11pm the Executive Session was recessed and the general meeting resumed.

ADJOURNMENT/RECESS

Meeting adjourned at 7:14pm

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