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

November 21, 2019

Minutes

5:00 p.m.

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### **Call to Order**

President, Calvin Dudney called the meeting to order at 5:06 pm.

### **Roll Call**

Erica Thornton called the roll.

Present: Calvin Dudney, President; Barbara Johnson, Board Member; Renee Brooks, Board Member; Ron Hue, Secretary; John Neill, Treasurer.

A quorum was established.

Also present: Corey Pearson, Executive Director; Erica Thornton, Executive Assistant; Heather Breymeyer, Sales Director; Rob Gierke, Director of Operations; Rob Chapin, Food & Beverage Director; Kim Shugart, Visit Tri-Cities; Jamie Wadsworth, SpringHill Suites.

Erica Thornton led in the Pledge of Allegiance.

### **Approval of Agenda**

Barbara Johnson moved to approve the agenda; Renee Brooks 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 October 28, 2019 Board Meeting
- b) Claims roster dated October 2019 for \$812,637.78 (TC)  
Warrants: 21011-21102      Voids: none
- c) Claims roster dated October 2019 for \$206,947.43 (TRCC)  
Warrants: 17179-17243      Voids: none
- d) Claims roster dated October 2019 for \$1,299.46 (Box Office)  
Warrants:                      Voids: none
- e) Total October 2019 payroll paid out: \$381,869.47

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

## Visitors

No Visitors were present.

## New Business

### a) **October Financial Reports**

John Neill gave the October financial reports for the Three Rivers Convention Center. Mr. Neill moved to accept the reports as presented. Renee Brooks seconded the motion, the motion carried unanimously.

Mr. Neill also gave the October financial reports for the Toyota Center and Toyota Arena. Renee Brooks moved to accept the reports as presented. Barbara Johnson seconded the motion, the motion carried unanimously.

### b) **2020 TRCC Budget Approval**

Corey Pearson presented the 2020 operating budget to the Board. After some discussion, the board decided to revisit this item in December, pending further details from the Finance Director.

### c) **Appointment of Expansion Committee**

Mr. Pearson expressed the need to form two committees to oversee future expansion of the Convention Center. A logistics committee would oversee design, bidding and construction. A finance committee would work side-by-side with the City of Kennewick. The Board agreed to table this item until next month's meeting.

### d) **Executive Director Report**

Mr. Pearson discussed the importance of keeping the budget down for the remainder of the year. One big help is the number of successful concerts and hockey games in November. Mr. Pearson also talked about the number of upcoming shows currently on sell, shaping up for a successful start to 2020.

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

Kim Shugart announced there were 10 leads for the Three Rivers Convention Center in the three weeks since our last meeting. She also expressed her gratitude for those who attended Visit Tri-Cities' 50<sup>th</sup> annual meeting.

### f) **SpringHill Suites Report**

Jamie Wadsworth shared the number of blocked rooms this past month, related to events held 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.

## Adjournment/Recess

Meeting adjourned at 6:04 pm

*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.*

Erica Thornton

Approved by the Board of Directors