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

December 19, 2019

Minutes

5:00 p.m.

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### **Call to Order**

President, Calvin Dudney called the meeting to order at 5:00 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; Joe Potts, Finance Director; Rob Chapin, Food & Beverage Director; Kim Shugart, Visit Tri-Cities; Jerry Beach, SpringHill Suites; Steve Mallory, Arculus Design.

Joe Potts led in the Pledge of Allegiance.

### **Approval of Agenda**

John Neill moved to approve the agenda; 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 November 21, 2019 Board Meeting
- b) Claims roster dated November 2019 for \$1,363,639.35 (TC)  
Warrants: 21104-21193      Voids: none
- c) Claims roster dated November 2019 for \$1,257,787.76 (TRCC)  
Warrants: 17244-17310      Voids: none
- d) Claims roster dated November 2019 for \$258.77 (Box Office)  
Warrants:                      Voids: none
- e) Total November 2019 payroll paid out: \$288,248.17

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

## **Visitors**

- a) John Siehl of VenuWorks expressed his gratitude to the board.

## **New Business**

- a) November Financial Reports  
John Neill gave the November financial reports for the Three Rivers Convention Center, the Toyota Center and Toyota Arena. Ron Hue moved to accept the reports as presented. Barbara Johnson seconded the motion, the motion carried unanimously
- b) 2020 TRCC Budget Approval  
Joe Potts presented the Three Rivers Convention Center 2020 operating budget to the board. Barbara Johnson moved to adopt the budget as presented, authorizing regular operational expenses of \$2,937,500 for the period of January 1 to December 31, 2020. Ron Hue seconded the motion, the motion carried unanimously.
- c) Appointment of Expansion Committee  
This item was postponed until the next board meeting.
- d) Executive Director Report  
Corey Pearson shared a video with the board, produced in-house by the new Audio-Visual Production Manager. It featured the execution of a holiday party at the Three Rivers Convention Center and the teddy bear toss at the Tri-Cities Americans hockey game at the Toyota Center. Mr. Pearson recognized his staff for all their hard work this year.
- e) Visit Tri-Cities Report  
Kim Shugart reported 7 leads for the past month for the Three Rivers Convention Center. She also discussed the Sports Feasibility Study recently conducted, that included a recommendation for the City of Kennewick to add a multipurpose facility on the campus, for an additional ice rink and space for basketball and volleyball tournaments.
- f) SpringHill Suites Report  
Jerry Beach shared the number of blocked rooms this past month. Nothing else to note.

## **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 6:06 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