
The Kennewick Public Facilities District
Regular Meeting
Three Rivers Convention Center
Meeting Room E

October 28, 2021

Minutes

5:00 p.m.

Call to Order

Secretary, John Neill called the meeting to order at 4:59 pm.

Roll Call

Megan Caldwell called the roll.

Present: John Neil, Secretary; Barbara Johnson, Treasurer; Renee Brooks, Board Member.

Also present: Corey Pearson, Executive Director; Megan Caldwell, Executive Assistant; Joe Potts, Finance Director; Michelle Gustafson, Food and Beverage Director, Rob Gierke, Operations Director; Heather Breymeyer, Director of Sales; Kim Shugart, Visit Tri-Cities; Cliff Reynolds, Springhill Suites.

Approval of Agenda

Barbara Johnson moved to approve the agenda. Renee Brooks seconded 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 August 26, 2021, Board Meeting
- b) Claims roster dated September 2021 for \$1,186,901.35 (TC)
Warrants: 21968-22120 Voids: 21971, 22042
- c) Claims roster dated September 2021 for \$183.74 (Box Office)
Warrants: None Voids: None
- d) Claims roster dated September 2021 for \$232,782.79 (TRCC)
Warrants: 17960-18807 Voids: 17998
- e) Total September payroll paid out: \$276,975.31

Barbara Johnson moved for approval of the Consent Agenda with addition to the Box Office Claims Roster Dated September 2021. Renee Brooks seconded the motion. The motion carried unanimously.

Visitors

- No Visitors were present.

New Business

a) September Financial Reports

Barbara Johnson gave an overview of the financial reports for the Toyota Center and Three Rivers Convention Center.

The Toyota Area continues to perform due to learn to skate and open skate.

Three Rivers Convention center still trying to get major players back to events.

Heather Breymeyer shares the lost sales in October due to COVID related issues with the Health Department.

Corey Pearson shared about his conversation he had with the health department regarding sharing opinions rather than mandates. He asked that they stop sharing their opinions on holding events and only share what the current mandates states.

Barbara Johnson moved to accept the September 2021 financials. Renee Brooks seconded the motion. The motion passed unanimously.

b) Credit Card Policy

Corey Pearson shared that we heard back from the state regarding the proposed credit card policy, and it was acceptable.

Barbara Johnson asked that there be a designated list of staff positions who are allowed to use the card. Corey confirmed that this has been established and entered into the policy.

Barbara Johnson moved to accept the credit card policy as presented. Renee Brooks seconded the motion. The motion passed unanimously.

c) Board Meeting Re-Schedule

a. November 18th

b. December 15th

The dates were accepted as proposed. No motion was required.

d) Visit Tri-Cities Report

Kim Shugart shared Visit Tri-Cities is seeing sports and leisure are returning much quicker than meetings and corporate events. Businesses are slower to return to conventions and in person meetings and opting for virtual options and hybrid options and may not return to in person until 2024.

e) SpringHill Suites Report

Cliff Reynolds shares that he is seeing similar cancellation experiences to the Three Rivers Convention Center. The summer months did very well after the mandates were removed and numbers were flat to 2019 numbers. Cliff also gave an overview of his professional background.

f) 2022 Budget

Joe Potts gives an overview of the Toyota Center and Three Rivers Convention Center Budgets for 2022. Staffing continues to be an issue and we are paying 30% more in wages to get staff to work events.

Renee Brooks moved to recognize the Toyota Center and Arena budget as presented, authorizing regular operational expenses of \$2,809,000 with an operational subsidy of \$520,000 for the period of January 1 to December 31, 2022, and to formally recommend the adoption of it to the City of Kennewick for inclusion in its overall operating budget. Barbara Johnson seconded the motion. The motion carried unanimously.

g) Executive Director Report

Corey Pearson shared that he will be out of the office for the week of November 8th and returning on the 16th.

The Yakima Sun Dome just announced tickets on sale for Dierks Bentley who was supposed to be here for the dates, but we were booked for Wine Festival.

Board Comments/Discussion

General comments from the Board were congratulations to the staff on a job well done during a difficult time.

Adjournment

Renee Brooks moved to adjourn the meeting. John Neill seconded the motion.

Meeting adjourned at 6:13 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.

*Megan Caldwell
Approved by the Board.*