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

April 28, 2022

Minutes

5:00 p.m.

Call to Order

President, Calvin Dudney called the meeting to order at 5:00 pm.

Roll Call

Megan Caldwell called the roll.

Present: Calvin Dudney, President; Ron Hue, Secretary; Renee Brooks, Board Member, John Neill, Board Member; Austin Crawford, Board Member
A quorum was established.

Also, present: Corey Pearson, Executive Director; Rob Gierke, Director of Operations; Joe Potts, Director of Finance; Michelle Gustafson, Director of Food and Beverage; Kim Shugart, Visit Tri Cities; Cliff Reynolds, Springhill Suites

Calvin Dudney led in the Pledge of Allegiance.

Approval of Agenda

John Neil moved to approve the agenda. Renee Brooks seconded the motion. The motion carried unanimously.

Election of Officers

Calvin Dudney read the rules and procedures explaining how the vote will proceed. Renee Brooks was elected Treasurer.

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 March 24, 2022, Board Meeting
- b) Claims roster dated March 2022 for \$1,505,503.65 (TC)
Warrants: 25121-25186 Voids: None
- c) Claims roster dated March 2022 for \$1407.35 (Box Office)
Warrants: None Voids: None
- d) Claims roster dated March 2022 for \$136,934.42 (TRCC)
Warrants: 25069-25101 Voids: None
- e) Total March payroll paid out: \$324,321.60

Ron Hue moved for approval of Consent Agenda as presented. Renee Brooks seconded the motion. The motion carried unanimously.

Visitors

No Visitors.

Calvin Dudney welcomed the new Board Member, Austin Crawford to the Board. Austin gave an introduction, and the staff went around and gave introductions as well.

New Business

a) Committee Appointments

Finance Committee: Renee Brooks/John Neill

Public Relations Committee: Renee Brooks

Building Committee: Austin Crawford

JCAC: Ron Hue

b) March 2022 Financial Reports

Joe Potts gave an overview of the progress of the new reporting system. There are still some issues we are working through but what you are seeing tonight gives a good look at accounts.

For the Three Rivers Convention Center building revenues are struggling due to low attendance – down about 20%. Food and Beverage numbers have been low as well for the month of March.

The Toyota Center building revenue is doing well to budget. However expenses are much higher. We have to pay a lot more to get employees to work. Trying to mitigate contracted labor by paying more to in house part time staff.

Ron Hue moved to approve the March 2022 Financials. John Neill seconded the motion. The motion carried unanimously.

c) CH Johnson Study Approval

Corey Pearson gave an overview of the meeting he had with Marie Mosely at the City – we needed updated numbers for CH Johnson due to some changes in Spokane and Yakima. Should have a new forecast in the next 6 weeks. This will be a very necessary expense moving forward.

Renee Brooks moved to approve the CH Johnson Study Proposal. Austin Crawford seconded the motion. The motion carried unanimously.

d) Visit Tri-Cities Report

Kim Shugart shares that we have invested in a new touch screen kiosk in the convention center that is interactive will guest. They can have information sent to their phone and interfaces with the Visit Tri Cities website.

The Olympia sales blitz happened in March and went well. Led to a booking and 6 RFP leads. TBEX was hosted here at the convention center and was very successful.

e) SpringHill Suites Report

Cliff Reynolds shares that we have a new Sales Manager and Sales Administrator. Business is picking up – we have had last minutes meeting space bookings from small business and will be sold out Tuesday and Wednesday next week. Staffing is also a big challenge and food costs are going up.

f) Executive Director Report

Corey Pearson shares that City Council was here for their annual retreat. We have them a tour of the campus and shared the plans and supply chain issues with the expansion.

The AMS agreement is coming up. We are looking to do a 5 year contract with them and trying to find a way around price increases.

Vista Field grand opening is coming up and the Board is invited.

May 12-15 FFA will be on campus bringing 2000 people here to eat in surrounding restaurants. We are notifying local restaurants so they can be prepared for the influx of people during that time.

The convention center is booking more for fall and trying to fill in more dates for the summer. We have a very successful TBEX event and then went straight into WASSA which has signed an agreement for the next 5 years, however, there was issues with the HVAC for the second year in a row so we will need to rectify that.

We will be taking a year off from our Broadway season as costs are so high and they refuse to drop COVID protocols, making the costs too much to work with.

Board Comments/Discussion

John Neill shares a huge thank you to staff for working so hard considering the shortages. Great work on TBEX.

Adjournment/Recess

Meeting adjourned at 6:24 pm

The KPPFD 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 of Directors