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

December 15, 2021

Minutes

5:00 p.m.

Call to Order

President, Calvin Dudney called the meeting to order at 5:02 pm.

Roll Call

Megan Caldwell called the roll.

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

Present Via Zoom: Renee Brooks, Board Member

A quorum was established.

Also, present: Corey Pearson, Executive Director; Joe Potts, Finance Director; Rob Gierke, Director of Operations; Heather Breymeyer, Director of Sales; Michelle Gustafson, Director of Food and Beverage; Kim Shugart, Visit Tri Cities

Approval of Agenda

Ron Hue moved to approve the agenda. John Neill 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 November 18, 2021, Board Meeting
- b) Claims roster dated October 2021 for \$655,576.71 (TC)
Warrants: 22047-22128 Voids: None
- c) Claims roster dated October 2021 for \$3,406.71 (Box Office)
Warrants: None Voids: None
- d) Claims roster dated October 2021 for \$100,193.33 (TRCC)
Warrants: 18008-18047 Voids: None
- e) Total October payroll paid out: \$262,904.64
- f) Claims roster dated November 2021 for \$965,488.98 (TC)
Warrants: 22129-22157 Voids: 22148
- g) Claims roster dated November 2021 for \$4,523.76 (Box Office)
Warrants: None Voids: None
- h) Claims roster dated November 2021 for \$19,167.32 (TRCC)
Warrants: 18048-18053 Voids: 18049
- i) Total November payroll paid out: \$290,721.10

John Neill 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 2021 Financial Reports

Barbara Johnson gave an overview of the October 2021 financial reports for the Toyota Center and Three Rivers Convention Center. It was a rough month, some due to capitol improvements. Toyota Arena up almost \$47,000. Three Rivers Convention Center down \$136,000 due to cancellations.

Barbara Johnson moved to approve the October 2021 Financial Reports. Ron Hue seconded the motion. The motion carried unanimously.

- b) November 2021 Financial Reports

Barbara Johnson gave an overview of the November 2021 Financial Reports. Again, another tough month. Three Rivers Convention Center had cancelled conventions with some clients rebooking for multiple years. Toyota Center had a better month with Trevor Noah, Jeff Dunham, and Banda MS.

Barbara Johnson moved to approve the November 2021 Financial Reports. Ron Hue seconded the motion. The motion carried unanimously.

- c) TRCC Budget Approval

Barbara Johnson gave an overview of the new budget proposal for Three Rivers Convention Center. We need to be less aggressive in 2022 and asked to adjust to reflect a deficit of less than \$500,000, reduction from \$550,000 originally proposed. We took it off the income and added to revenue.

Ron Hue moved to approve the TRCC 2022 Budget. Renee Brooks seconded the motion. The motion carried unanimously.

- d) Visit Tri-Cities Report

Kim Shugart shared there was 1 lead issued since last month. Meeting planners are hesitant due to fear of nonattendance. We had a virtual live lunch with 39 participants where we did a virtual tour of Tri-Cities. It was a great event and meeting planner were very appreciative.

- e) SpringHill Suites Report

No Report.

f) Executive Director Report

Corey Pearson shared the remaining events for the year in both buildings. Vaccine requirements have been a struggle for patrons, and we are continuing to try to help them understand the rules.

We received \$3 million from the city for Toyota Center construction and are planning to change out 100% of the seats.

Department heads gave an overview of their respective departments.

Board Comments/Discussion

The board gave general comments commending the staff for doing many different jobs and working so hard. Their hard work is greatly appreciated.

Adjournment/Recess

Meeting adjourned at 5:56 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