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

May 26, 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, Treasurer, John Neill, Board Member; Austin Crawford, Board Member
A quorum was established.

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

Present via phone: Joe Potts, Director of Finance

Rob Gierke led in the Pledge of Allegiance.

Approval of Agenda

John Neill 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 April 28, 2022, Board Meeting
- b) Claims roster dated April 2022 for \$1,007,670.71 (TC)
Warrants:25197-25326 Voids: 25319
- c) Claims roster dated April 2022 for \$31.17 (Box Office)
Warrants: None Voids: None
- d) Claims roster dated April 2022 for \$144,158.71 (TRCC)
Warrants:25105-25160 Voids: None
- e) Total March payroll paid out: \$297,528.80

John Neill moved for approval of Consent Agenda as presented. Austin Crawford seconded the motion. The motion carried unanimously.

Visitors

Jim Millbauer, City Council Member

New Business

a) April 2022 Financial Reports

Renee Brooks reports that the Toyota Center payroll is very high – over \$300,000 over budget YTD due to staffing issues. We are having to pay high wages to keep workers.

Food and Beverage has done a great job of putting meals together for staffing during events.

TRCC is down due to lower events. Expenses are lower due to lower labor costs/low events. F&B expenses will even out.

We have not yet received BCPFD funds.

Joe Potts reports that we are working on capitol – positive \$300K. Bond payment is due at the end of the month.

Renee Brooks moved to approve the March 2022 Financials. John Neill seconded the motion. The motion carried unanimously.

b) Visit Tri-Cities Report

Kim Schugart reports that Visit Tri-Cities has issued 7 leads since the last meeting. Starting to see convention leads picking up but they are short term.

There was 1 booked decision since the last meeting and 1 booked in 2024.

Visit Tri-Cities is getting close to adding 1 more convention sales manager to the team.

c) SpringHill Suites Report

No Report.

d) Executive Director Report

Corey Pearson shares we are wrapping up the year and had a great Chamber event. Thank you to all for attending.

Megan Caldwell attended WAPRO public records training.

Rob Gierke gave an update on the Toyota Center seating installation timeline. We have 3 FT staff to help with the process.

We are partnered with Ranch and Home for a project for the board and staff and we are going to do some things for Zamboni school.

Michelle Gustafson shares that we are trying to control costs as we get ready to shut down for the summer.

Sybil Young shares that we had a positive meeting with the City of Kennewick about the River of Fire 4th of July event. We are going to be adding a kid zone with inflatables, and adding a concert. We will also have a food truck ally and beer garden.

Corey shares there have been some staffing changes – Ron Larson moved into the Sales Manager role, Roni Gierke moved into Senior Event Manager Role and will be working on conventions.

We are looking at making some price changes to the groups who have had the same rates year after year to keep up with inflation.

Board Comments/Discussion

Ron shares that the events he has attended, the staff has done a great job and the food was great. Calvin thanked Renee for stepping up and taking on the Treasurer role.

Adjournment/Recess

Meeting adjourned at 5:55 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 of Directors