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

July 28, 2022

Minutes

5:00 p.m.

Call to Order

President, Calvin Dudney called the meeting to order at 5:01 pm.

Roll Call

Megan Caldwell called the roll.

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

Also, present: Corey Pearson, Executive Director; Joe Potts, Director of Finance; Rob Gierke, Director of Operations; Sybil Young, Director of Sales; 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

Calvin Dudney moved to approve the agenda. Ron Hue 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 June 23, 2022, Board Meeting
- ~~b) Claims roster dated June 2022 for \$897,771.79 (TC)
Warrants: 25387-25459 — Voids:~~
- ~~c) Claims roster dated June 2022 for \$951.83 (Box Office)
Warrants: None — Voids: None~~
- ~~d) Claims roster dated June 2022 for \$103,572.03 (TRCC)
Warrants: 25194-25233 — Voids: None~~
- ~~e) Total June payroll paid out: \$263,055.76~~

Ron Hue moved pull items B-E from the Consent Agenda. Renee Brooks seconded the motion. The motion carried unanimously.

John Neill moved for approval of Consent Agenda as amended. Ron Hue seconded the motion. The motion carried unanimously.

Visitors

No Visitors

New Business

a) June 2022 Financial Reports

Joe Potts gave an overview of the Toyota Center financials stating that part time wages are continuing to be an issue and we are hoping to make some of this up this summer. For the month we are only off by about \$10,000 and there is still a gap for the year. For June the Toyota Center had 1 concert and graduations.

The Three Rivers Convention Center revenue was up for the month and doing well for the year. The Calendar for the convention center looks really strong for the fall.

We just finished with the audit and it went well. All board members will receive exit notes in their email.

Ron Hue moved to approve the June 2022 financials. Renee Brooks seconded the motion. The motion carried unanimously.

b) River of Fire

Sybil Young shares that the River of Fire event went very well. Overall everything was very smooth and we have identified things we can improve and streamline for next year.

We had a lot of good comments on the free aspect and how many activates. The city of Kennewick as asked us to take over again next year.

c) CIP Update

Michelle Gustafson shares about construction plans for the Toyota Center concourse. We are hoping to have this completed by the PBR. We were not able to get some kitchen equipment, so we had to leave some money on the table.

Rob Gierke shares that the North side bleachers are done, and the south side comes in on Monday.

Flooring for downstairs starts on the 15th of August. Staff is staying busy deep cleaning and painting to get everything looking better for the fall.

d) CH Johnson

Corey Pearson shares we were hoping to see updated numbers on the feasibility study for the expansion, however, some vendors are unresponsive, so we don't have anything to update yet. We should have more information to update next month.

e) Visit Tri-Cities Report

Kim Shugart shares that they have issued 3 leads since last month. We had some re bookings for 2023 (short and long term), which is great – current customers are happy and coming back.

Visit Tri Cities is hiring a new convention sales manager to get back to pre-pandemic staffing levels.

We hosted a virtual event for retired military reunion planners yesterday. This is a new market we are hoping to see RFPs from.

f) SpringHill Suites Report

Cliff Reynolds shares that there have been a lot of last minute pick up over the last week. We anticipated 60-70% capacity and ended up full. The Fall looks great from September on.

We did an agreement with the Tri City Americans for cross advertisement. Signed with KDNU and Americans for broadcast tv.

g) Executive Director Report

Sybil Young shares that we won the FFA contract for next year and we are looking at using both buildings and utilizing concessions at the Toyota Center. We may be able to capture more food and beverage revenue since they will be staying on campus rather than using spaces all over the Tri Cities.

Core Pearson shares that Rob has a crew of 6-8 operations staff at the HAPO Center to help put in ice. Great to keep staff busy and paid and off our budget.

Board Comments/Discussion

John Neill commented on the great work for River of Fire.

Ron Hue mentioned its great to hear things are picking up.

Adjournment/Recess

Meeting adjourned at 5:43 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.

Megan Caldwell Approved by the Board of Directors