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

December 13, 2022

Minutes

5:00 p.m.

Call to Order

President, Calvin Dudney called the meeting to order at 5:03 pm.

Roll Call

Corey Pearson called the roll.

Present: Calvin Dudney, President; John Neill, Board Member; Ron Hue, Secretary; Austin Crawford, Board Member

A quorum was established.

Also, present: Corey Pearson, Executive Director; Joe Potts, Director of Finance; Sybil Young, Director of Sales; Rob Gierke; Director of Operations, Michelle Gustafson, Director of Food and Beverage, Kevin Lewis, Visit Tri Cities.

Corey Pearson led in the Pledge of Allegiance.

Approval of Agenda

John Neill moved to approve the agenda. Austin Crawford 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 22, 2022, Board Meeting
- b) Claims roster dated November 2022 for \$371,018.05 (TC)
Warrants: 25757-25855 Voids: 25763, 25768, 25774, 25805, 25806, 25807, 25815, 25816, 25817
- c) Claims roster dated November 2022 for \$63.93 (Box Office)
Warrants: None Voids: None
- d) Claims roster dated November 2022 for \$1,382,206.12 (TRCC)
Warrants: 25401-25442 Voids:
- e) Total November payroll paid out: \$368,624.24.

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

Visitors

Steven Peterson, VenuWorks

New Business

- a) November 2022 Financial Reports

No Report.

- b) VenuWorks Contract Approval

Ron Hue gave an overview of the VenuWorks KPFD contract renewal.

Ron Hue moved to approve the VenuWorks KPFD Extended Facilities Management Agreement through December 2032 . John Neill seconded the motion. The motion carried unanimously.

- c) Spending Authority Increase Approval

Joe Potts shared the annual budget process is based on total operating expense authority. We budget revenues as well as other non-operating income and expenses, however, our voted statutory authority is in regard to annual operating expenses. As discussed in past board meetings, there have been significant expense challenges and increases in 2022.

The recommended total increase is \$321,760.

Ron Hue moved to amend the 2022 operating budget for the Three Rivers Convention Center as presented, authorizing regular operational expenses of \$2,661,760 for the period of January 1 to December 31, 2022. John Neill seconded the motion. The motion carried unanimously.

- d) Visit Tri Cities Report

Kevin Lewis shared that event numbers are starting to come back to normal and gave an overview of the RFP report.

- e) SpringHill Suites Report

No report.

- f) Executive Director Report

Sybil Young gave an overview of upcoming events with many holiday parties on the books. Corey Pearson let the board know that attendance looks to be returning to normal as the recent Americans game was very successful.

Board Comments/Discussion

Adjournment/Recess

Meeting adjourned at 5:56 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.

Corey Pearson Approved by the Board of Directors