
The Kennewick Public Facilities District
Special Meeting
Springhill Suites
Board Room

January 26, 2023

Minutes

5:00 p.m.

Call to Order

President, Calvin Dudney called the meeting to order at 5:04 pm.

Roll Call

Megan Caldwell called the roll.

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

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; Lara Watkins, Visit Tri Cities; Cliff Reynolds, Springhill Suites.

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 December 13, 2022, Board Meeting
- b) Claims roster dated December 2022 for \$492,258.91 (TC)
Warrants: 25856-25957 Voids: 25883
- c) Claims roster dated December 2022 for \$128.39 (Box Office)
Warrants: None Voids: None
- d) Claims roster dated December 2022 for \$275,358.71 (TRCC)
Warrants: 25443-25485 Voids: None
- e) Total December payroll paid out: \$549,509.19.

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

Visitors

No Visitors

New Business

a) November and December 2022 Financial Reports

Joe Potts shares that the November report will be included in December, however, only November will need to be approved.

Toyota Center revenue is doing well. Personnel is where we struggled all year. Insurance over accrued commission needs to go back to Corp. this is just a first look at year end and there will be some adjustments.

Three Rivers Convention Center revenue was within budget. Expenses were over due to personnel. 2022 saw a lot of growth and comeback from 2020. We are at about breakeven but will improve when the Benton PFD comes in.

Ron Hue moved to approve the November 2022 Financial Reports . John Neill seconded the motion. The motion carried unanimously.

b) City of Kennewick End of Year Update

Corey Pearson shares we have been invited to present our Year End Report at the city workshop on March 28th.

c) Horse Heaven Wind Farm

Corey Pearson shares that the Visit Tri Cities Board issued a letter in opposition of the Horse Heaven Wind Farm. The KPFDD needs to decide if they want to submit a letter either in support or opposition of the Wind Farm. The deadline for comments is next week.

d) Visit Tri Cities Report

Lara Watkins shares that February 7th Visit Tri Cities is hosting a hospitality training for hotel and sales professionals. We are gearing up for the Olympia sales blitz in March.

There have been 2 additional staff added: Director of Marketing and Creating Services/Communications Director. We will be hiring for sales and a few other positions as well.

e) SpringHill Suites Report

Cliff Reynolds shares that the 1st half of the year has been strong. Passed budget with groups in the convention center. We aren't feeling any of the recession yet. Going to be a good year.

f) Executive Director Report

Corey Pearson shares that the potato conference had almost 2400 people through the door and spending money all over the community.

I spent some time talking with Betty Erickson and we will be hosting the PFD Convention this year.

Wenatchee is attempting to create a new PFD to open a new aquatic center. Cowlitz is looking at creating a community center and creating a PFD for that. We have a meeting with Pasco PFD to discuss some of our processes.

The IAVM conference is July 31st – August 3rd. Will send more information as it becomes available.

We had New Years Eve hiccup at the Toyota Center that fell on Michelle. Our F&B POS systems made a change without our knowledge and caused our entire system to go down for the NYE hockey game. Michelle has spent hours on the phone trying to rectify the situation.

Michelle Gustafson shares we are seeing an uptick in sales as well as staffing. Looking at getting some new updates for the convention center.

Sybil Young shares that the sales department has seen some movement recently. Roni has moved over to Event Manager and is helping out in the Event Coordinator role while with look for a replacement. Currently interviewing for the role.

Brew and Bacon is sold out! The face value on ticket sales is about \$80K. We have perfection glass as our glass wear sponsor. We are feeling really good about the event and have a good turn out from restaurants and breweries.

We recently met with the different entities for River of Fire planning. The City of Kennewick is really happy with how we did last year and we are looking forward to getting things going this year.

Board Comments/Discussion

Ron Hue shares that its great to hear good things and events are selling out.

Calvin Dudney shares that he is excited to see a good budget. Keep up the good work!

Adjournment/Recess

Meeting adjourned at 5:59 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