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

June 22, 2023

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; Renee Brooks, Treasurer; Austin Crawford, Board Member

A quorum was established.

Also, present: Sybil Young, Director of Sales; Joe Potts, Director of Finance; Michelle Gustafson, Director of Food and Beverage; Kevin Lewis, Visit Tri-Cities.

Calvin Dudney led in the Pledge of Allegiance.

Approval of Agenda

Ron Hue 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 May 25, 2023, Board Meeting
- b) Claims roster dated May 2023 for \$624,948.26 (TC)
Warrants: 26319-26398 Voids: 26377, 26379
- c) Claims roster dated May 2023 for \$28.96 (Box Office)
Warrants: None Voids: None
- d) Claims roster dated May 2023 for \$176,089.09 (TRCC)
Warrants: 25697-25738 Voids: None
- e) Total May payroll paid out: \$340,823.58

Renee Brooks moved to approve the consent agenda. Ron Hue seconded the motion. The motion carried unanimously.

Visitors

Matt Watkins, Executive Director Pasco PFD

New Business

a) May 2023 Financial Reports

Joe Potts gave an overview of the Toyota Center/Arena and Three Rivers Convention Center Financials for May 2023.

Ron Hue moved to approve the May 2023 financials. Austin Crawford seconded the motion. The motion carried unanimously.

b) River of Fire

Sybil Young gave an overview of the River of Fire event happening at Columbia Park on July 4th. We are 10 days away from the event and are ready to get going. We will have 2 bands performing this year and Michelle secured 13 food vendors.

The event will be free to attend with free parking.

Kid zone opens at 2PM, beer garden opens at 3PM, and the bands start at 5 PM. The fireworks will begin at 10 PM.

c) Master Plan

Calvin Dudney shares that there was a meeting with ALSC to review the first look at a pre draft of the master plan. The meeting was a Q&A session to gain better insight for a final master plan. The meeting was very productive, and we are excited to see what they come up with.

d) Visit Tri Cities Report

Kevin Lewis gives an overview of the RFP tracking report.

The horseshoe associate was here recently for a site visit and went very well. We are confident we can get them booked for 2024 and possibly 2026 or 2027.

e) SpringHill Suites Report

No Report.

f) Executive Director Report

Sybil Young shares that we had a busy May and June. We have a new employee starting July 10th. Maci will be our new Sales Coordinator and will be focusing on social media and our online presence.

Joe Potts shared that he had 4 auditors in the office this morning. So far there has been nothing of note to worry about and they will be working into the end of June.

Michelle Gustafson shares that we are recovering from a busy May and are still sharing staff between buildings to handle large events. We saw some surprising peaks in June with concession sales during graduation ceremonies. Now we are moving on to projects and cleanup and new menus.

Board Comments/Discussion

Ron Hue shared he is excited to see such great financials. Keep up the great work!
Calvin Dudney thanked Matt Watkins for his attendance.

Adjournment/Recess

Meeting adjourned at 5:52 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