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

August 24, 2023

Minutes

5:00 p.m.

Call to Order

Treasurer, Renee Brooks called the meeting to order at 5:05 pm.

Roll Call

Megan Caldwell called the roll.

Present: Secretary; Renee Brooks, Treasurer; Austin Crawford, Board Member; John Neill, Board Member

Present via Phone: Calvin Dudney, President

A quorum was established.

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

Hector Cruz led in the Pledge of Allegiance.

Approval of Agenda

Austin Crawford 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 June 22, 2023, Board Meeting
- b) Claims roster dated June 2023 for \$113,894.12 (TC)
Warrants:26399-26453 Voids: 26420
- c) Claims roster dated June 2023 for \$7.95 (Box Office)
Warrants: None Voids: None
- d) Claims roster dated June 2023 for \$205,090.49 (TRCC)
Warrants:25739-25778 Voids: None
- e) Total June payroll paid out: \$340,112.25.
- f) Claims roster dated July 2023 for \$280,747.58 (TC)
Warrants:26454-26531 Voids: None

- g) Claims roster dated July 2023 for \$0 (Box Office)
Warrants: None Voids: None
- h) Claims roster dated July 2023 for \$163,364.03 (TRCC)
Warrants:25779-25821 Voids: None
- i) Total July payroll paid out: \$278,353.36.

Austin Crawford moved to approve the consent agenda. John Neill seconded the motion. The motion carried unanimously.

Visitors

No Visitors.

New Business

- a) June 2023 and July 2023 Financial Reports

Joe Potts reviewed the June and July 2023 Financial Reports for both the Three Rivers Convention Center and the Toyota Center.

Austin Crawford moved to approve the June and July 2023 Financial Reports. John Neill seconded the motion. The motion carried unanimously.

- b) Board Attorney Update

Calvin Dudney gave an update on the meeting with Heidi Ellerd for a potential new board attorney. Heidi has extensive experience with public districts and the public information act. Calvin shared that he felt she would be a great representation for the KPFD going forward should we need it.

The board shared no concerns regarding Calvin's decision.

- c) AWSPFD Executive Committee – Finance Member Replacement

Corey Pearson shared that we will need to select a new Finance committee member for the Association of Washington State PFD Executive Committee. The role will require a small amount of travel annually depending on the location of the meeting but overall has a small commitment.

Austin Crawford requested that we reach out to Ron to see if he has an interest. If not, he would fill the role if necessary.

- d) Visit Tri-Cities Report

Hector reviewed the attached RFP tracking report for the Three Rivers Convention Center.

e) SpringHill Suites Report

No report.

f) Executive Director Report

Corey Pearson gave thanks to Calvin and Austin for their participation in the expansion meeting with City Council. The City of Kennewick will be putting together a bi monthly meeting with the building committee to discuss expansion financing and next steps to ensure the project is moving forward.

Rob Gierke shared that the locker room remodel is finishing up and we can give you all a tour next month if you are interested.

Michelle Gustafson shared that we are finishing up our summer projects and getting contracts finalized for the new season.

Sybil Young shared that our new employee Maci has been a great addition and doing a great job revamping our social media presence.

The 2023 Tattoo Convention is coming up in September and we are adding a market place this year to add a new element and keep things exciting.

Joe Potts shared that we just finished our audits and everything is looking good. Department of Revenue audits will start next week.

Board Comments/Discussion

Calvin Dudney gave thanks around the room for all the hard work everyone is doing.

Renee Brooks gave thanks to Sybil and recognized the great work that's been done on the social media accounts.

Adjournment/Recess

Meeting adjourned at 5:47 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