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

October 26, 2023

Minutes

5:00 p.m.

Call to Order

Secretary, Ron Hue called the meeting to order at 5:01 pm.

Roll Call

Megan Caldwell called the roll.

Present: Ron Hue, Secretary; Austin Crawford, Board Member; John Neill, Board Member
Via Phone: Renee Brooks, Treasurer

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; Hector Cruz, Visit Tri-Cities.

Hector Cruz 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 September 29, 2023, Board Meeting
- b) Claims roster dated September 2023 for \$644,767.15 (TC)
Warrants: 26603-26710 Voids: 26636, 26652,
- c) Claims roster dated September 2023 for \$69.36 (Box Office)
Warrants: None Voids: None
- d) Claims roster dated September 2023 for \$166,015.91 (TRCC)
Warrants: 25868-25937 Voids: 25919, 25927, 25932, 25933
- e) Total September payroll paid out: \$383,037.84

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

Visitors

No Visitors.

New Business

a) September 2023 Financial Reports

Joe Potts shared that revenue is strong from the month and the year for Toyota Center and Toyota Arena. Expenses are higher proportionally YTD as we had more staff training this year and due to the fire/flood that happened last month.

The Three Rivers Convention Center is \$624,000 over budget for revenue YTD. We will not have Wine Festival this year for a few reasons but we did have a bridal show that was not budgeted for that will help make up that difference.

Austin Crawford moved to approve the September 2023 Financials. John Neill seconded the motion. The motion carried unanimously.

b) Toyota Center 2024 Budget Recommendation

Joe Potts shared that we do not approve a budget for Toyota Center but rather we make a recommendation to the City of Kennewick on what we think we can do. Salaries wont have as large of an impact in the 2024 budget as they did in 2023.

Austin Crawford moved to recognize the Toyota Center and Arena budget as presented, authorizing regular operational expenses of \$4,392,000 with an operational subsidy of \$700,000 for the period of January 1 to December 31, 2024, and to formally recommend the adoption of it to the City of Kennewick for inclusion in its overall operating budget.. John Neill seconded the motion. The motion carried unanimously.

c) Visit Tri-Cities Report

Hector Cruz reviewed the RFP report with the Board.
The Annual meeting is coming up next week.

We recently announced that Iron Man will be hosted in the Tri-Cities in September 2024. We already have 800 registrants with registration opening 2 days ago.

d) SpringHill Suites Report

No Report.

e) Owners Representative & Project Management

Corey Pearson shared that we are working with the city on an Owners Representative for proposals for the expansion project. We met with the City of Pasco, Benton County and got a list of recommendations that are already on the MSRC.

We will be looking at the Operations Committee to help select a candidate.

f) Executive Director Report

Corey let the board know that the November and December regular meeting dates will fall on holiday weeks and will need to be rescheduled. Megan will reach out with alternate options that works well for all.

Rob Gierke shared that we had a small fire in the Toyota Center due to an exhaust fan catching fire. There was a sprinkler right next to the fan and put out the fire right away. We did have some flooding due to sprinklers. The flooding caused damage to some carpets and furniture and some F&B equipment and supplies were damaged as well.

The city went out to bid for landscaping and we will do a bid and likely go with Gamache to get our entire campus looking great.

Sybil Young shared that we had great Tattoo show numbers that we are happy with. We also just finished our first bridal show and we are looking forward to growing that next year.

We are hoping to work out the kinks we are experiencing with Wine fest so we can resume that event in 2024.

We also have lots of holiday parties on the books and have a busy December.

Board Comments/Discussion

Adjournment/Recess

Meeting adjourned at 5:44 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