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

November 21, 2023

Minutes

5:00 p.m.

Call to Order

Secretary, Ron Hue called the meeting to order at 5:00 pm.

Roll Call

Megan Caldwell called the roll.

Present: Calvin Dudney, President; Ron Hue, Secretary; John Neill, Board Member; 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; Michelle Gustafson, Director of Food and Beverage; Hector Cruz, 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 October 26, 2023, Board Meeting
- b) Claims roster dated October 2023 for \$874,653.48 (TC)
Warrants: 26711-26806 Voids: 26743
- c) Claims roster dated October 2023 for \$ (Box Office)
Warrants: None Voids: None
- d) Claims roster dated October 2023 for \$193,838.54 (TRCC)
Warrants: 25938-25990 Voids: 25940, 25941, 25947, 25984
- e) Total October payroll paid out: \$472,917.53

John Neill moved to approve the consent agenda. Ron Hue seconded the motion. The motion carried unanimously.

Visitors

Kirsten Finn, Convention Sales Manager Visit Tri Cities

New Business

a) Three Rivers Convention Center Budget Amendment

Joe Potts gives an overview of the spending authority. We are asking for approval to increase regular operational expenses up to \$3,680,000 for the period of January 1, 2023 – December 31, 2023.

Ron Hue moved to approve amending the 2023 operating budget for the Three Rivers Convention Center as presented, authorizing regular operational expenses of up to \$3,680,000 for the period of January 1 to December 31, 2023.

Renee Brooks seconded the motion. The motion carried unanimously.

b) October 2023 Financial Reports

Joe Potts reviewed the October 2023 financial reports for the Toyota Center and Arena and the Three Rivers Convention Center.

Renee Brooks moved to approve the October 2023 Financials.

Ron Hue seconded the motion. The motion carried unanimously.

c) 2024 Three Rivers Convention Center Budget

Joe Potts reviewed the Three Rivers Convention Center budget proposed for 2024. This will just be for introduction and no vote is necessary tonight.

Department of labor and minimum wage are driving a lot of the wage forecast.

Event income is coming in higher due to no Wine Festival this year but expected to return next year.

d) Convention Center Expansion Master Plan Approval

Corey Pearson shared the master plan from ALSC for the Convention Center expansion as well as future Toyota Center, and other public spaces and theater. The budget estimator came in at \$500 million for all proposed projects in the plan.

Approval of the master plan tonight will show support in the direction we are headed, however, will not be locked into any permanent decisions and can still make adjustments as we go.

Ron Hue moved to adopt the Convention Center Expansion Master Plan.

Renee Brooks seconded the motion. The motion carried unanimously.

e) Visit Tri-Cities Report

Hector Cruz gives an overview of the RFP tracking report. We had 2 booked decisions this month and no lost business.

We attended the Fall Sales Blitz in Olympia where Roni's expertise was very helpful and great to answer questions from an expert who knows the building.

Thanks to the team at Three Rivers Convention Center for a great and successful Annual Meeting.

f) SpringHill Suites Report
No Report.

g) Executive Director Report

Corey Pearson shares that Vic Epperly called recently who is interested in doing an MOU with Richland OFD for a performing arts center. Richland is focused on the Reach, and we shared with him that we have a master plan we are working towards right now.

Corey met with A-1 Pearl and the City of Kennewick on updates for the expansion and hotel partnership. The RFQ is out for our owner's representative and closes on December 8th. We will be putting together an interview team to move forward. A-1 Pearl is breaking ground in spring and opening in summer 2026.

Corey shares that our insurance renewal came in at about 25% increase over last year and coverage will remain the same. We are going to look at the insurance carriers other PFD's are using to compare rates to see if there is a better deal out there.

The next board meeting will be December 19th and Tom Richter with VenuWorks will be in attendance. The board Christmas dinner will follow at LuLus.

Board Comments/Discussion

Ron Hue wishes all a happy Thanksgiving and shared great comments from the Festival of Trees event.

Calvin Dudney shared that the JCAC had a great lunch last week and we are hoping to get a great team moving forward with the City of Kennewick.

Adjournment/Recess

Meeting adjourned at 6:00 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.

Megan Caldwell Approved by the Board of Directors