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

December 19, 2023

Minutes

5:00 p.m.

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### **Call to Order**

President, Calvin Dudney 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; Joe Potts, Director of Finance; Michelle Gustafson, Director of Food and Beverage; Hector Cruz, Visit Tri-Cities.

Michelle Gustafson led in the Pledge of Allegiance.

### **Approval of Agenda**

John Neill moved to approve the agenda. Ron Hue 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 November 21, 2023, Board Meeting
- b) Claims roster dated November 2023 for \$898,457.82 (TC)  
Warrants:26807-26888      Voids:26826, 26842, 26843
- c) Claims roster dated November 2023 for \$85.86 (Box Office)  
Warrants: None      Voids: None
- d) Claims roster dated November 2023 for \$202,240.37 (TRCC)  
Warrants:25991-26039      Voids: None
- e) Total November payroll paid out: \$456,541.80.

John Neill moved to approve the consent agenda. Renee Brooks seconded the motion. The motion carried unanimously.

## Visitors

No Visitors.

## New Business

### a) November 2023 Financial Reports

Joe Potts shares the financial reports for November 2023. Toyota Center revenue is over \$780,000 YTD. The bottom line is close to the annual total and will make some up in December. Expenses are higher due to higher revenue. We had some expensive repairs in November including some from the fire and flood damage. This should be the last of the repairs from the fire.

The Three Rivers Convention Center revenue is up \$80,000 and at YTD \$900,000. Expenses are up in personnel, event, and food and beverage due to increased revenue. December we forecasted a loss of \$50,000 and should end strong compared to the budget.

**Renee Brooks moved to approve the November 2023 Financial Reports. Ron Hue seconded the motion. The motion carried unanimously.**

### b) 2024 Three Rivers Convention Center Budget

Joe Potts shared that the budget is the same as proposed last month with no changes or updates. We do have an increase in our insurance premium that we learned about last month that we will work in and adjust in other areas. Employee salaries will be easier in 2024 but 2025 will be a challenge.

**Ron Hue moved to adopt 2024 operating budget as presented, authorizing regular operational expenses of \$3,766,000 for the period of January 1 to December 31, 2024. Renee Brooks seconded the motion. The motion carried unanimously.**

### c) Owners Representative RFQ Contract Authorization

Calvin Dudney shared that last month we conducted interviews for an Owners Representative and we did make a selection. We would like approval to get the contract signed and move forward. We interviewed 3 contractors and felt very strongly about all the options available.

**Ron Hue moved to approve the authorization to negotiate contract with Turney & Townsend Heely. Renee Brooks seconded the motion. The motion carried unanimously.**

### d) Visit Tri-Cities Report

Hector gave an overview of the RFP tracking report where we had 5 leads issued. We did put a bid out for 2025 for the Sports Owners and Planners conference that we attend annually. There were no booked decisions.

e) SpringHill Suites Report

No Report.

f) Executive Director Report

Corey Pearson shares that we are wrapping up our year and we had 1200 people plate up plus 500 teddy bears tossed on the ice at the Americans Hockey game the same night. Holiday parties were booked up and will finish up today and we will be quiet until January.

Rob Gierke and Michelle Gustafson shared that they are wrapping things up for the year with just a few hockey games left for the month.

## **Board Comments/Discussion**

Renee Brooks shared that we had a great year with lots of changes and the highlight was the breadsticks.

Calvin requested that we share his gratitude and thanks to all staff that we appreciate all they do.

## **Adjournment/Recess**

Meeting adjourned at 5:41 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